

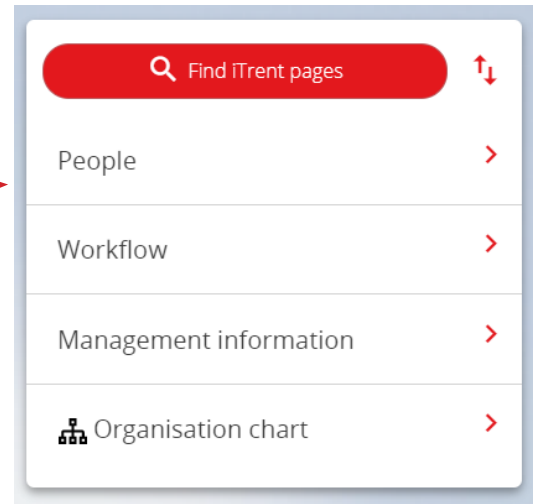
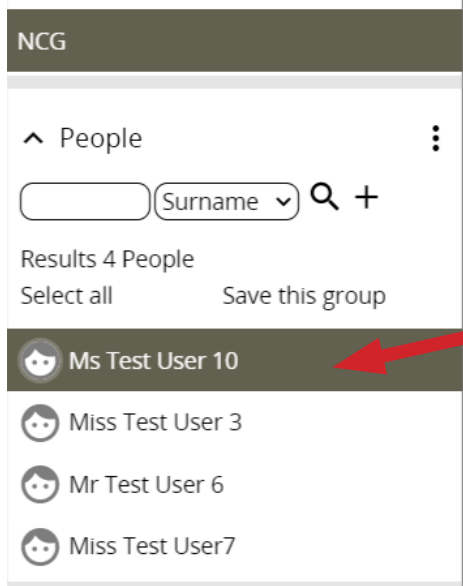
How do I...

Updated 31/10/2022

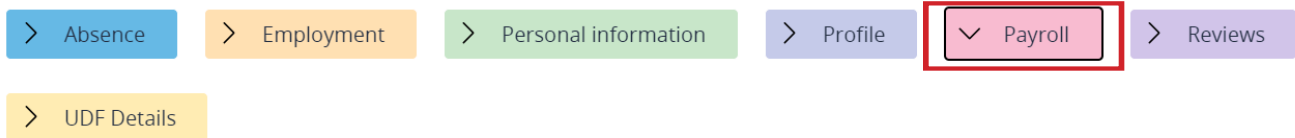


Add an overtime payment?

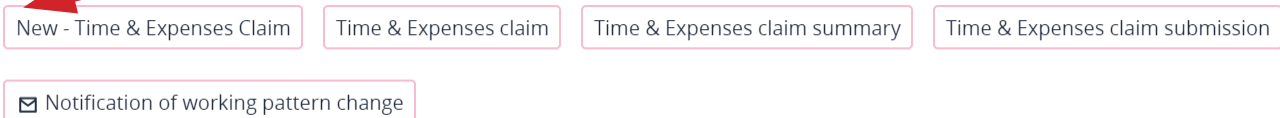
You can find this information in iTrent People Manager by clicking on People from the main screen:



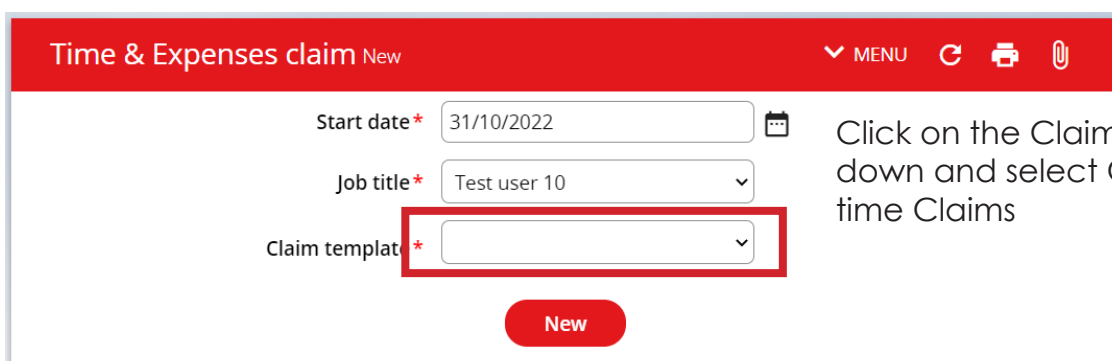
Select the colleague from the left hand menu



From the Links menu, click on Payroll then **New - Time & Expenses Claim claim**



Ensure there is a Job title showing on the screen



Click on the Claim template drop down and select Casual Hours/Over-time Claims

Please enter the start date as the earliest date you wish to claim.

Claims should be entered and authorised on a weekly basis to ensure payment is made promptly.

Claims submitted and authorised by the 21st of the month will be paid at the end of that month.

If you are submitting a claim on, or close, to the 21st of the month you should check if your manager is available to authorise it.

If your claim is not submitted and authorised by the 21st of the month it will be paid at the end of the following month.

Hours worked should be entered as a decimal: e.g. for one and a half hours enter 1.50 and for one and a quarter hours enter 1.25.

If you are paid piece work (a set rate for a piece of work completed) enter the number of items completed per day in the piece work section and select the appropriate rate of pay.

To calculate a decimal from minutes you can use the [Decimal Calculator](#).

Element	Mon 07/10	Tue 08/10	Wed 09/10	Thu 10/10	Fri 11/10	Sat 12/10	Sun 13/10
Casual Hours							
Overtime 1.0							
Overtime 1.5							
Overtime 2.0							

Element	Rate of Pay	Mon 07/10	Tue 08/10	Wed 09/10	Thu 10/10	Fri 11/10	Sat 12/10	Sun 13/10
The "Piece Work" value is not configured correctly for this user. Contact your payroll department for more information.								

SAVE

Add the hours the member of staff worked on each day at the relevant rate. Additional information can be found on the sheet. Click Save when you have completed the entry.