

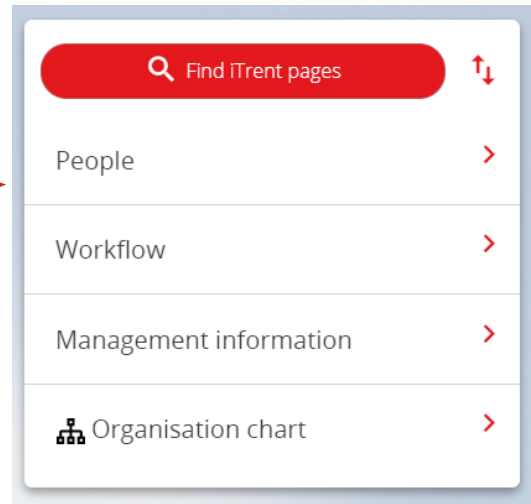
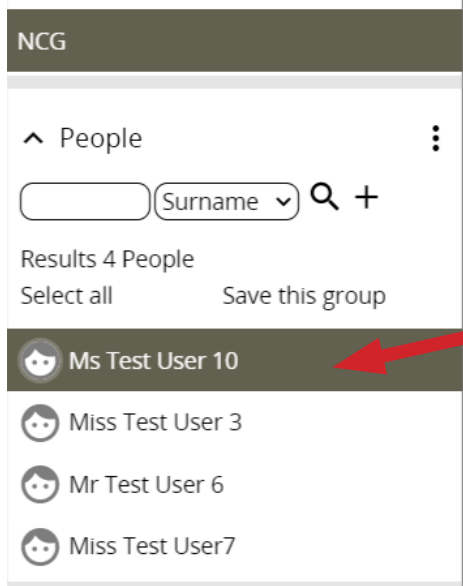
How do I...

Updated 31/10/2022

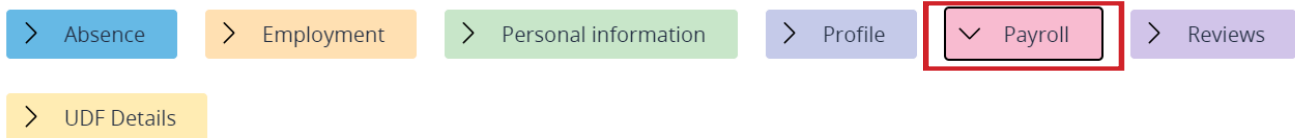


Add an hourly payment?

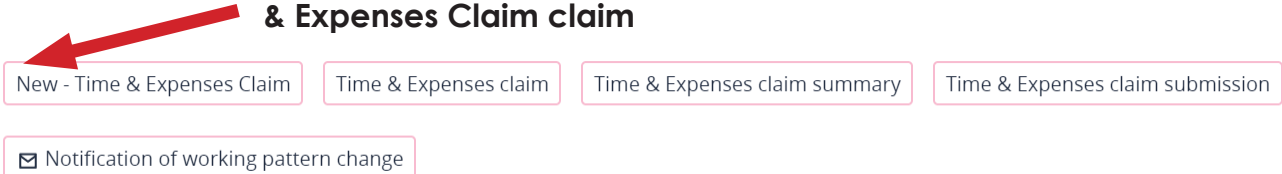
You can find this information in iTrent People Manager by clicking on People from the main screen:



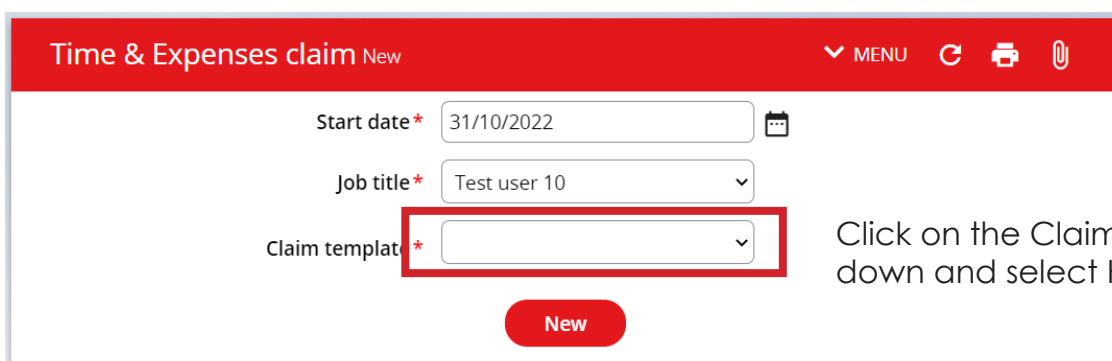
Select the colleague from the left hand menu



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 Hourly Payments

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Please enter the start date as the earliest date you wish to pay for

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

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

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

NB - Do not enter holiday payments for colleagues whose hourly rate already includes a holiday element, if in doubt please check with Payroll

By submitting the claim I certify that the employee has worked the above hours and/or is due the holiday/sickness payment under their terms & conditions of employment
Sickness payments are only due upon receipt of a valid medical certificate.

I understand that payments are subject to audit checks and fraudulent payments will result in disciplinary action.

By submitting this payment I confirm it is in accordance with [NCG Financial Regulations](#).

Element	Mon 07/10	Tue 08/10	Wed 09/10	Thu 10/10	Fri 11/10	Sat 12/10	Sun 13/10
Hours Worked							
Holiday Hours							
Sick Hours							

SAVE

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