

## Submitting Casual Hours Claims in iTrent's Self-Service

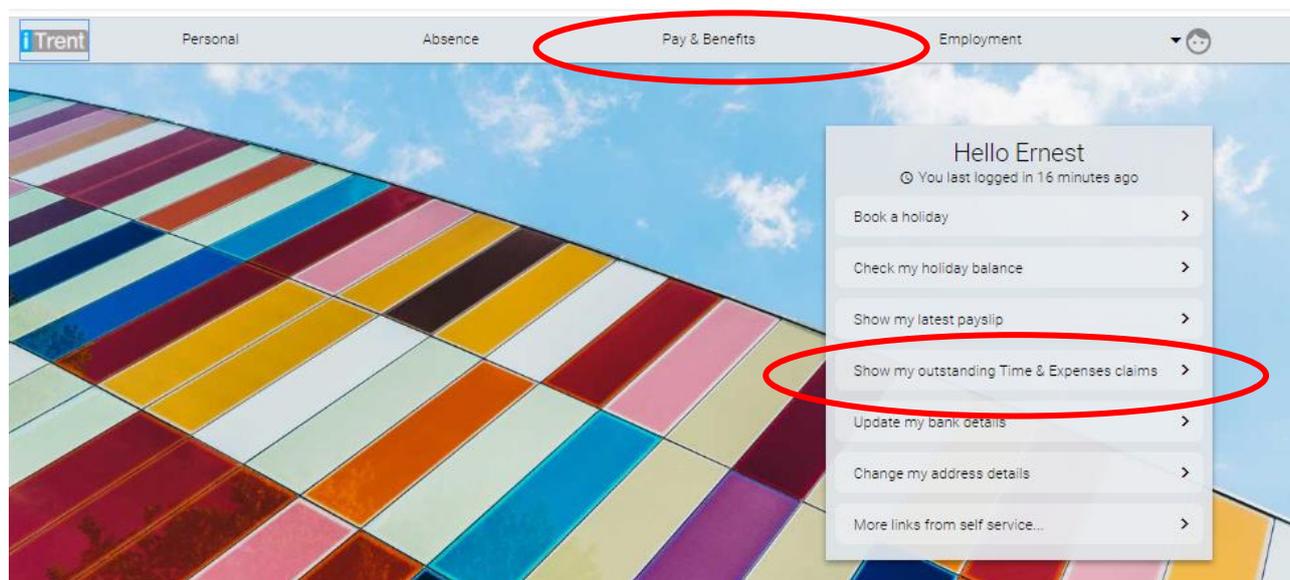
This is a step by step guide on how to submit a casual hours claim in iTrent's Self-Service.

All casual hours claims must be submitted on Self-Service.

Self-Service is a secure Internet based application and can be accessed from any type of device with internet access.

### Step 1 – Entering a Claim

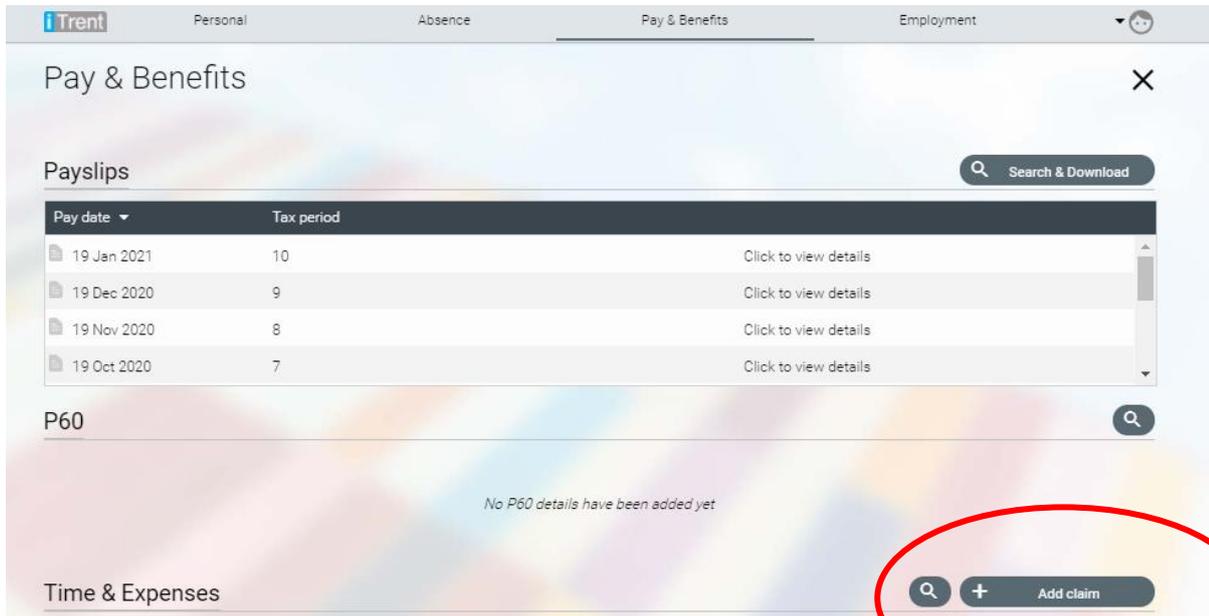
To add a claim for casual hours, click either on the “Pay & Benefits” tab or the “Show my outstanding Time & Expenses” link



## Step 2 – Adding a Claim

Click on the 'Add claim' button.

Hint: The magnifying glass will show historic claims once you have any.



The screenshot shows the iTrent web application interface. At the top, there are navigation tabs: Personal, Absence, Pay & Benefits (selected), and Employment. Below the tabs, the main heading is 'Pay & Benefits'. Underneath, there is a 'Payslips' section with a 'Search & Download' button. A table lists four payslips with columns for 'Pay date' and 'Tax period'. Below the table is a 'P60' section with a search icon and the text 'No P60 details have been added yet'. At the bottom, there is a 'Time & Expenses' section with a search icon and an 'Add claim' button, which is circled in red.

Pay date	Tax period	
19 Jan 2021	10	Click to view details
19 Dec 2020	9	Click to view details
19 Nov 2020	8	Click to view details
19 Oct 2020	7	Click to view details

### Step 3 – Entering Claim Details

Enter the start date of the claim period (usually 1<sup>st</sup> of the Month claim is for).

Select “Casual Hours Claims” from the claim template and then click ‘New’ at the bottom of the screen.

If you only have one role in your organisation you will not need to do anything with the Job Title. If you have more than one role you will need to select which job you are claiming the hours against.

The screenshot shows a mobile application interface for entering a new claim. The title bar at the top reads "Time and expenses" with a close button (X) on the right. Below the title bar, the text "Time & Expenses claim entry: New" is displayed. The form contains the following fields:

- Start date:** A text input field containing "01/03/2021" and a calendar icon to its right.
- Job title:** A dropdown menu with "EXAMPLE MANAGER" selected and a downward arrow.
- Claim template:** A dropdown menu with "Please choose" selected and a downward arrow. A list of options is visible below the dropdown, including "Please choose", "Example Casual Hours Claimed", "Example G.E.I. Sessions - Casuals", "Example Mileage & Expenses Claims", and "Example Overtime Claim".

At the bottom right of the screen, there is a blue button labeled "New".

## Step 4 – Enter details of Claim

Time and expenses ✕

Time & Expenses claim entry: (New)

Job title: EXAMPLE MANAGER  
Employee: Ernest Best

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Element	Date	Start time	Finish time	Reason for hours worked	Hours Claimed	
Casual Hours	01/03/2021	09:00	10:00	Cover	1.00	+ -

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[Save draft](#) [Submit](#) [Print](#)

1. Enter the date the hours were worked
2. Enter the start & finish time
3. Enter the reason for the hours worked
4. Enter the hours to be paid
5. You can add another row by clicking on the + sign
6. Save a draft means you can keep coming back to the form. It has NOT been submitted for authorisation. Submit means the form has been submitted for authorisation by your line manager.



## Time & Expenses

RDC Members Mileage & Expenses Claims xxxxx Start date 1 Mar 2021 Reference MEM00007 Provisional Summary	RDC Members Mileage & Expenses Claims Start date 1 Mar 2021 Reference MEM00001 Awaiting authorisation Summary	RDC Members Mileage & Expenses Claims xxxxx Start date 1 Feb 2021 Reference MEM00004 Rejected Summary
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Add claim

To view historical, authorised claims, click on the magnifying glass.

Don't enter any search dates but go straight to the search button at the bottom of the page.

### Time and expense search

Start date (dd/mm/yyyy)

End date (dd/mm/yyyy)

**Search** Cancel

Click anywhere on the claim which you want to look at and your whole claim will be displayed. If you want to just see a summary, simply click on 'Summary'.

The screenshot shows a 'Time and expense search' window with a dark header and a close button (X). Below the header are two date input fields: 'Start date (dd/mm/yyyy)' and 'End date (dd/mm/yyyy)', each with a calendar icon. The results section is titled 'Results: 3 items' and contains three list items, each representing an 'Example Overtime Claim'. Each item displays the 'Start date' and 'Reference' number. The first item has a 'Start date 4 Mar 2021' and 'Reference OT000004'. The second item has a 'Start date 3 Mar 2021' and 'Reference OT000005'. The third item has a 'Start date 2 Mar 2021' and 'Reference OT000003'. Each item also includes a 'Summary' button with a magnifying glass icon. Red circles are drawn around the 'Start date 4 Mar 2021' text and the 'Summary' button of the first claim. At the bottom of the window are 'Search' and 'Cancel' buttons.

Start date (dd/mm/yyyy)	Reference
4 Mar 2021	OT000004
3 Mar 2021	OT000005
2 Mar 2021	OT000003