Employee Self Service: Claiming for Out of Hours Tactical Manager Work

This guide will help you use Employee Self Service to make a claim for undertaking Tactical Manager work outside of your normal working hours

Remember, all claims must be submitted and approved on, or before the 10th of the month to ensure payment in that month's pay. Claims submitted or approved after this date will be automatically paid the following month.

Creating a new claim:

1. Click on 'Enter Claims' in the Employee Self Service menu.

2. To start a new claim, click on the 'Create New Claim' button.

3. Select the assignment the claim is for by clicking on the pencil icon.

4. Choose the month the claim was incurred – you can claim for the current month or 3 previous months.

5. You will be taken to the 'Enter Claims' screen.

Entering claim information:

1. Claim Type – select Tactical Manager Pay from the drop down list.

2. Claim From and Claim To – the dates will automatically default to the first and last available day of the month. These can be over-typed with the relevant dates that the claim was incurred. You can do this by using the calendar icon.

3. Once you have selected Tactical Manager Pay the 'Info1'/'Info2' boxes will change to 'hours'. Type the number of hours you are claiming for.

4. Comments - if you wish to provide your manager with information about your claim, add this to the 'Comments' box.

5. Cost Code (Non-Default) - this should be left blank unless the claim needs to be paid from a cost code other than your default cost code.

6. When you have entered the claim details, click on the 'Add to Claim' button. The claim details will be recorded and will appear at the bottom of the screen.

7. If you have any other claims or allowance that need to be claimed for the selected month, you can also claim these at the same time. The input row will now be clear for you to input a new claim line if required.

On-screen buttons to help make entering your claim information quick and easy

To use the following buttons, you will need to click the 'Select' box on the relevant row:

- 'Copy Row' – copies the information in the selected row and displays it in the claim input row. This is useful if you need to make a similar claim more than once in a month, as you can then just change the relevant field, for example the date or amount.

- 'Delete Row' – will remove the selected row altogether'

- 'Update Row' – allows you to update the selected row and make any required changes. You will need to click on the 'Update Claim' button for your amendments to take effect.

- 'Clear Input Row' button – if you have started to enter a claim line but do not wish to continue, clicking this button will make the input row blank.

When you have finished entering your claim information you have a number of options:

1. 'Save for later' button - allows you to save your claims. You can then make changes or add additional claims for that particular month at a later date. You will be able to find your claim in the table at the bottom of the Claims Home Page.

2. 'Confirm Claim Details' – when you click on this button you will be taken to the 'Review and Submit' screen. You should check the information you have input. If you need to make any amendments to the claim, select 'Edit Claim Details', which will take you back to the previous screen. If the details are correct, click on the 'Submit Claim' button. The claim will be submitted to your line manager for approval. You will receive a confirmation e-mail when it has been approved.

To check or update an existing claim or view your claim history

- The table at the bottom of the Claims Home Page lists your claim history. The status of the claim will be displayed, for example, 'Complete', 'In Progress', 'Saved for Later', 'Submitted for Approval', 'Returned for Correction', 'Rejected' or 'Error'.

- To access a claim, click in the 'Select' box next to the appropriate claim, and then click on the 'View Claim Details' button.

- For claims that have not yet been submitted for approval, you can click on the 'Edit Claim Details' button and make changes/add claim rows as necessary.

- If required you can export a summary of all of your Self Service claims by clicking 'Export Claim Summary'. Or you can export the full details of an individual claim by selecting a claim and clicking 'Export Claim Details'.
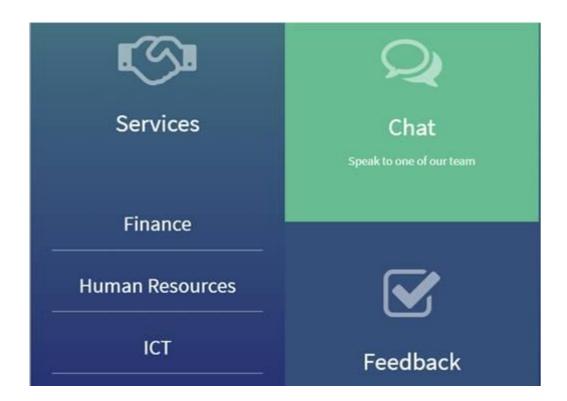
Manager Self Service:

If an employee is unable to make a claim using Employee Self Service, Managers are able to use 'Enter Team Claims' to submit the claim on their behalf

Help and Support:

If you have any technical issue, log into Service Now and raise a call by selecting the 'ICT' Service on the left hand side of the screen or alternatively us the 'Chat' function. If you are not able to access Service Now, e-mail ICTservicedesk@cantium.solutions and they will raise a request on your behalf.

If you have an HR related query, log into Service Now and raise a call by selecting the 'Human Resources' Service on the left hand side of the screen or alternatively us the 'Chat' function.