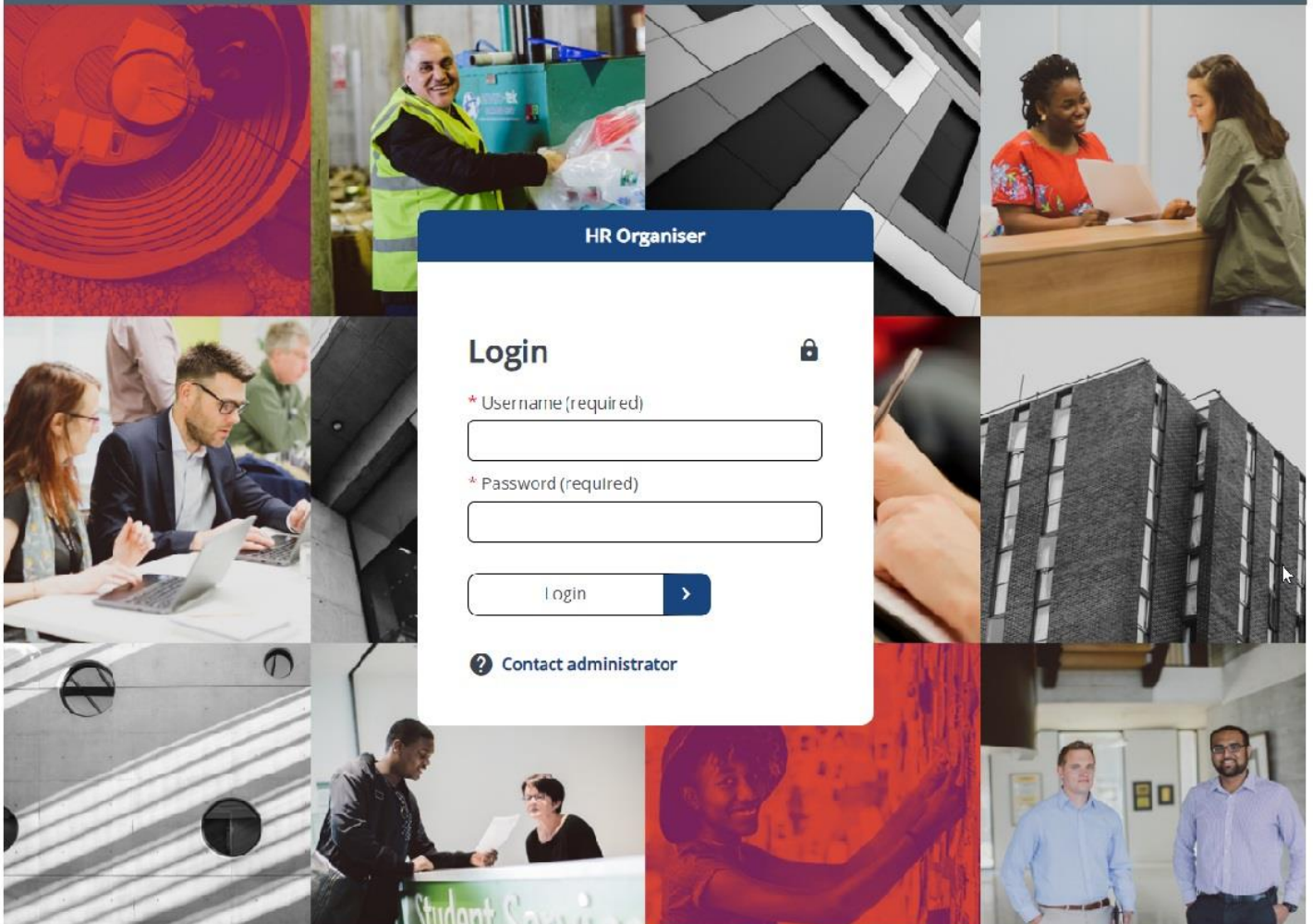




University of Essex

HR Organiser

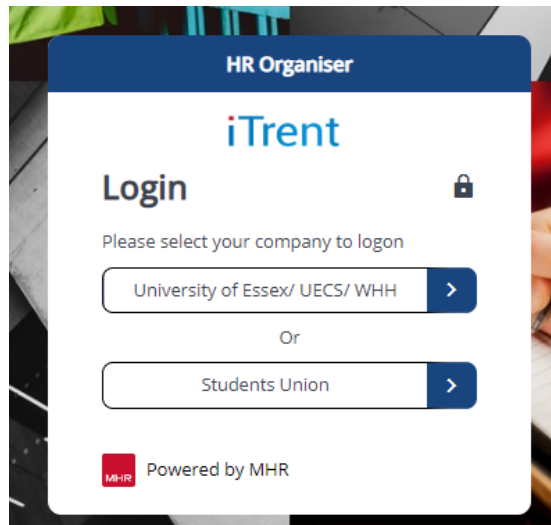
Essex Hours – Submitting your Paid Time



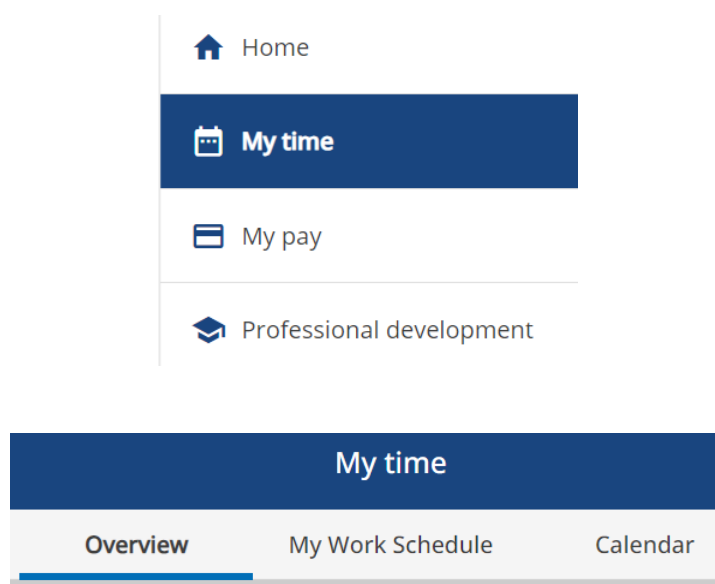
My time – Overview – Paid time

Claiming for hours worked

Log in to [HR Organiser](#) and Select 'University of Essex/ UECS/ WHH'.




Select 'My time' which will automatically open under the 'Overview' tab.




Scroll down the page to 'Essex Hours – Paid time' section and Click on 'Add paid time for Essex Hours'.

Essex Hours - Paid Time

✓ In progress Authorised

Start date (dd/mm/yyyy) (required)
22/12/2023 

End date (dd/mm/yyyy) (required)
22/03/2024 

Search Clear search

No paid time details have been added yet

+ Add Paid Time for Essex Hours

On the new page, enter the start date as the date worked to begin as this will filter the options in the remaining boxes.

Paid time

* Start date (dd/mm/yyyy) (required)




* Start time (hh:mm) (required)

Then select the position in which the work was completed, this will then display a new drop-down from which you should select the work schedule (roster) you are claiming for:

Paid time

* Start date (dd/mm/yyyy) (required)

* Start time (hh:mm) (required)

* Position (required)

 × ▼

* Roster (required)

 × ▼

Please ensure that you enter the start time **in the format hh:mm using the 24-hour clock**, for example 10 o'clock in the morning would be 10:00 and 3 o'clock in the afternoon would be 15:00, as shown below:

* Start time (hh:mm) (required)

If you took an unpaid break during your shift, please ensure that you include the break length (in minutes) when recording your shift.

Finally, enter the end date of the shift (if the shift took place within one day, this will be the same date as the start date), and the time that the shift ended (again in the format hh:mm using the 24-hour clock).

There is also space to write a message for your manager, if you would like to include any comments.

Break length (minutes)

30

* End date (dd/mm/yyyy) (required)

13/11/2023



* End time (hh:mm) (required)

12:00

Employee comments

Save

Cancel

Once you have entered all the details of your shift, click the green 'Save' button. The details of this shift will then be sent to your manager for authorisation, or if your department has chosen this approval option and the claim matches the schedule then it will go straight to Payroll.

Non-Scheduled Activities – Preparation/ Support/ Marking (GLA and AL Roles Only)

If you are required to complete activities such as support, preparation or marking that can be done at any point in the week, these have been allocated to you in the early hours of the morning on a Saturday, Sunday or Monday. You can continue to complete these activities as and when during that week but when claiming for those hours and entering the date for the paid time activity choose the actual scheduled date and time.

You can add a comment to the record of the date these were actually worked if you wish to note this for your own records.

These have been allocated in this way to prevent any overlap with other scheduled work across all areas and other roles you may have.

Note: This is an interim process until May 2024 when new system functionality will allow for flexible scheduling, so that these hours can be drawn down on and claimed anywhere within the week you choose.

Student visa: hours remaining

If you are on a student visa, upon clicking 'Save' after claiming for hours worked, you will be advised how many hours remain for which you can claim that week:

Paid time



You have worked 4 hours this week. Your student visa only allows to work 20 per week.
You can only claim 16 Hours this week



Changes have been saved.

Hints and Tips

Issue/ Query	Solution
Timesheets vs Paid Time	The main difference is that Essex Hours paid time has to be scheduled before you can claim the hours worked, matching paid time goes straight to Payroll. Only claims that do not match the schedule are sent for approval. Timesheets can have any hours and tasks added to them and all are sent for approval.
Ensure you are in Paid Time and not Timesheets	Please ensure this is the path you take to the correct area in HR Organiser; HR Organiser -> My Time -> Paid Time -> Add Paid Time
Overlapping Shifts Error	You have not entered an end date/ time for one of your claims and this is stopping you claiming any other paid time. Please review your claims and add the missing detail and save.
Sickness absence	Report your sickness to your line manager – they then add this to your record in People Manager – you then end your sickness when you return to work via HR Organiser. No claim should be submitted for this date and time, ideally your department should remove you from this schedule.
Submit your paid time on a daily basis	Allowing accurate recording of working time and easy to remember what tasks/ work you have completed.
You cannot submit future paid time hours	The aim of the system to record and ensure real time hours are worked.
You can submit retrospective hours	If for any exceptional reason the payroll deadline was missed, this pay will carry forward to the next pay month.
Pay periods	17 th – 16 th of each month.

Contact Us

Please see the [Essex Hours webpage](#) for further guidance and up to date details for online drop-in sessions.

Please contact essexhours@essex.ac.uk for any feedback or further queries.