University of Essex

People Manager

Essex Hours
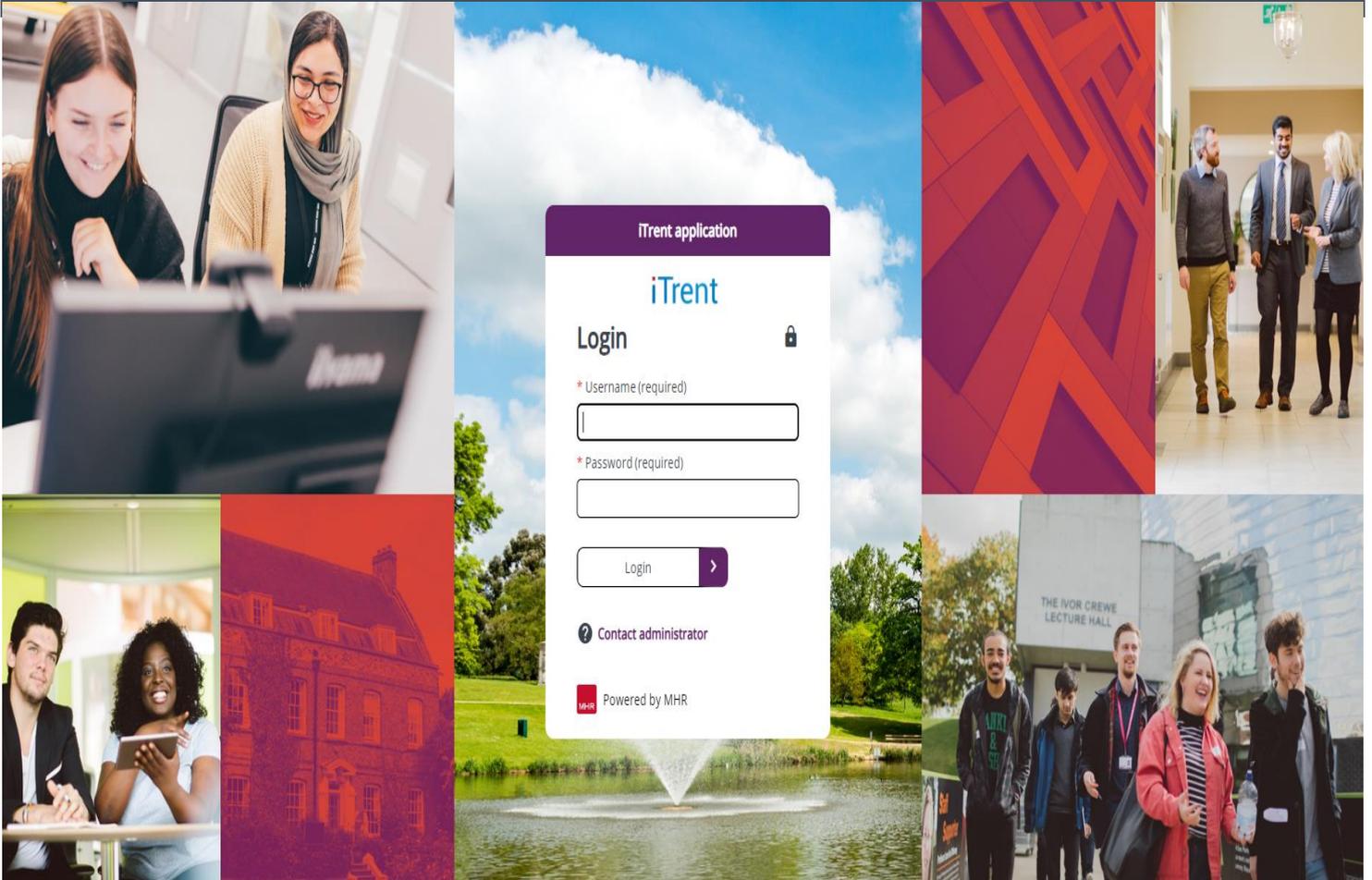
Contents

Paid time claims

Authorise a paid time claim for hours worked

Log into People Manager and select the 'View all paid time' link on the 'Paid time' card on the homepage.

,
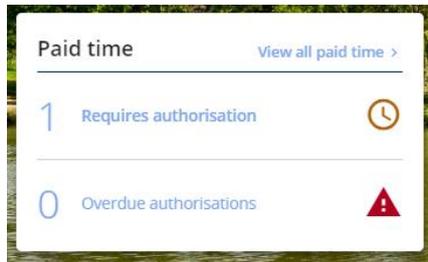
This will show a summary of all of your reportees, the number of claims waiting to be approved and the total number of hours these are for.

For any with claims awaiting authorisation, click on the '>' arrow to expand the view. This will show on a week by week basis the status of any paid time claims.

Date	Status	Start time	End time	Hours worked
Sun 14 Jan	✕ Non working day			
Mon 15 Jan	✕ Non working day			
Tue 16 Jan	✅ Authorised	16:00	21:00	5 hrs
Wed 17 Jan	❗ Requires authorisation	09:00	16:00	7 hrs

If you are able to approve based on start/ end time and total hours, select the checkbox next to the relevant line and then click the 'Authorise' button in the top right.

If you select the checkbox against multiple rows in this screen you will be able to approve more than one claim at a time.

If you need to view more details, click 'requires authorisation' and this will open the paid time details view:

You can view and amend the details as required then once ready to action in the field entitled 'Authorisation status', select 'authorised' or 'not authorised' as appropriate from the dropdown list and then click 'Save'.

View previous paid time claims for a reportee

To view the details of any previous claims, navigate to 'My Reportees' and then click on the 'Essex Hours' button followed by the 'Paid time details' button:

This will show a list of any past paid time claims for that reportee:

Scheduled work

View past and future shifts for a reportee

To view the details of any previous or upcoming scheduled work, navigate to 'My Reportees' and then click on the 'Essex Hours' button followed by the 'Scheduled work' button:

This will display a shift list for that reportee, showing shifts they have already undertaken, as well as upcoming shifts they have allocated to themselves: