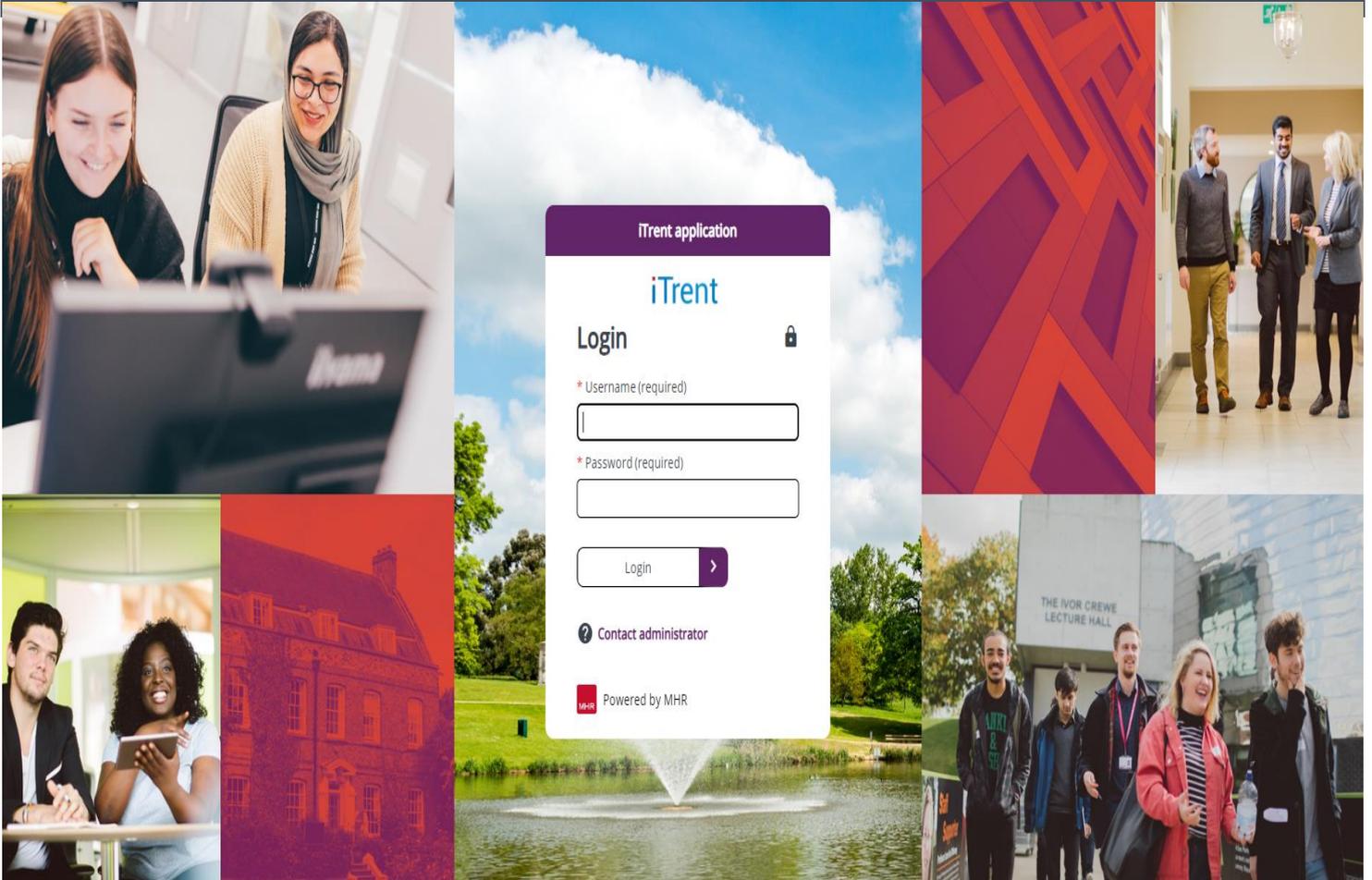




University of Essex

People Manager

Essex Hours



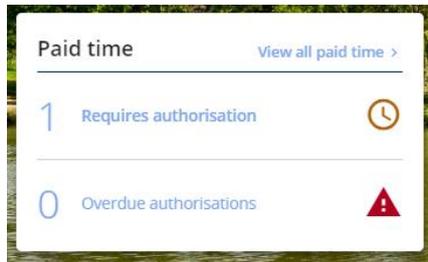
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Paid time claims

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.

| <input type="checkbox"/> Select all 1 record | Status | Hours worked |
|---|--------------------------|--------------|
| > Mr Michael Bennett Graduate Laboratory Assistant - 0000 | 0 Require authorisation | |
| > <input type="checkbox"/> Mr Pauling Hill Graduate Laboratory Assistant - 0000 | 1 Requires authorisation | 12 hrs |
| > Mr Pauling Hill Graduate Laboratory Assistant - 0000 | 0 Require authorisation | |

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 |
| <input type="checkbox"/> 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.

| Authorised | | | | | | |
|--|--------------------------|--------------------------|--------------|--------------|------------|--|
| 1 of 1 record selected | | Status | Hours worked | Total cost | | |
| <input checked="" type="checkbox"/> | | 1 Requires authorisation | 12 hrs | | | |
| Date | Status | Start time | End time | Hours worked | Total cost | |
| Sun 14 Jan | ✗ Non working day | | | | | |
| Mon 15 Jan | ✗ Non working day | | | | | |
| Tue 16 Jan | ✔ Authorised | 16:00 | 21:00 | 5 hrs | | |
| <input checked="" type="checkbox"/> Wed 17 Jan | ⚠ Requires authorisation | 09:00 | 16:00 | 7 hrs | | |

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:

Paid time details
MENU ↕ ↻ 🖨

Start date * 📅

Start time *

Position * ▾

Roster * ▾

Description

Reason * ▾

Break duration

End date 📅

End time

Duration

Employee comments

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'.

Authorisation

Location

User name

Authorisation status * ▾

Reason

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:



The navigation menu consists of several buttons: 'Other absence' (purple), 'Maternity/ Paternity' (yellow), 'Absence Calendar' (teal), 'Essex Hours' (yellow with a dropdown arrow), 'Learning record' (grey), and two bottom buttons: 'Scheduled work' and 'Paid time details' (both yellow).

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

^ Paid time list

1 Month

| Start date | Start time | Start day | End date | End time | End day | Type | Reason (element name) | Hours |
|------------|------------|-----------|------------|----------|---------|-------|-----------------------|-------|
| 13/11/2023 | 16:00 | Mon | 13/11/2023 | 18:30 | Mon | Shift | Basic Hours | |
| 06/11/2023 | 16:00 | Mon | 06/11/2023 | 18:00 | Mon | Shift | Basic Hours | |
| 30/10/2023 | 16:00 | Mon | 30/10/2023 | 18:30 | Mon | Shift | Basic Hours | |

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:



The navigation menu is identical to the one above, but the 'Scheduled work' button is highlighted in yellow.

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:

^ Shift list

1 Month

| Start date/time | Start day | End date/time | End day | Position | Shift |
|------------------|-----------|------------------|---------|-------------------------------|----------|
| 11/12/2023 16:00 | Mon | 11/12/2023 18:00 | Mon | Graduate Laboratory Assistant | Teaching |
| 04/12/2023 16:00 | Mon | 04/12/2023 18:00 | Mon | Graduate Laboratory Assistant | Teaching |
| 27/11/2023 16:00 | Mon | 27/11/2023 18:00 | Mon | Graduate Laboratory Assistant | Teaching |
| 20/11/2023 16:00 | Mon | 20/11/2023 18:00 | Mon | Graduate Laboratory Assistant | Teaching |