

LCC Oracle guidance

Employee Self Service Payment Claims
Including Overpayments/Underpayments

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Overview

The following guide takes you through the process of making self-service payment claims through Employee Self Service and is aimed at LCC employees. Claims covered include: casual claims, extra work in own post, standby and change of contracted duties.

Additionally the guide will show you what to do in the event of an overpayment, which may have arisen from an incorrect or duplicate claim being made, or an underpayment where you have been paid less hours than you worked.

Underpayment may arise where hours have been claimed incorrectly, for example you worked 40 hours but entered the hours incorrectly and only claimed 4, or where you forgot to claim for a particular date. Underpayments can be corrected by making an additional claim as explained in the [Underpayments section](#).

Useful Links

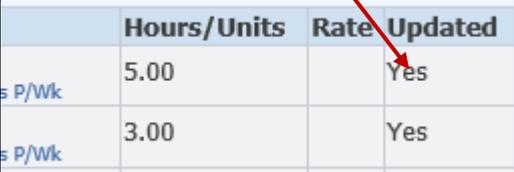
[Link to Payroll Deadlines](#)

[Link to Understanding Your Pay](#)

[Payable Enhancements](#)

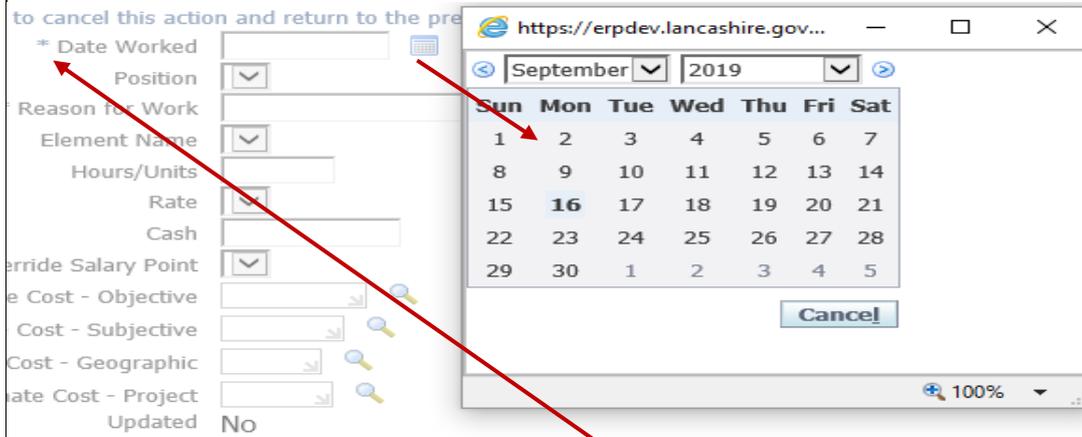
Making a claim

Note on late claims: To avoid late payment of claims they must be both **submitted** and **authorised** before the month's deadline. For payroll deadlines see link above

STEP	ACTION																																																																
1	<p>Click on Self Service Payment Claims. The form will display 4 options for making online claims</p>  <p>Claims screen</p>  <p>Online Claims - Overtime/Extra Work At Own Job</p> <table border="1"> <thead> <tr> <th>Select Status</th> <th>Date Worked</th> <th>Position</th> <th>Reason for Work</th> <th>Element Name</th> <th>Hours/Units</th> <th>Rate</th> <th>Updated</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>02-Jul-2011</td> <td>C22520013308 Business Support Officer 5 C1</td> <td>Transfer of Personnel Files / office relocation</td> <td>P486 OT 1_25MF <small>Days - Time & 1/4 (1.25) Mon - Fri Over 37 Hrs P/Wk</small></td> <td>5.00</td> <td></td> <td>Yes</td> </tr> </tbody> </table> <p>Online Claims - Casual/Fees/Additional Casual Work</p> <table border="1"> <thead> <tr> <th>Select Status</th> <th>Date Worked</th> <th>Position</th> <th>Reason for Work</th> <th>Element Name</th> <th>Hours/Units</th> <th>Rate</th> <th>Cash</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>19-Jan-2019</td> <td>BTL333000065 Technical Specialist Service Development </td> <td>WLBC project (Training)</td> <td>P487 OT 1_25SS <small>Days - Time & 1/4 (1.25) Saturday/Sunday</small></td> <td>3.00</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/></td> <td>09-Aug-2017</td> <td>BTL360000010 Systems Development Officer </td> <td>O/T work on the WPEH TR28's / TR8's</td> <td>P486 OT 1_25MF <small>Days - Time & 1/4 (1.25) Mon - Fri Over 37 Hrs P/Wk</small></td> <td>1.00</td> <td></td> <td></td> </tr> </tbody> </table> <p>Online Claims - Standby</p> <table border="1"> <thead> <tr> <th>Select Status</th> <th>Date Worked</th> <th>Position Work</th> <th>Reason for Work</th> <th>Element Name</th> <th>Hours/Units Point</th> <th>Override Salary</th> <th>Alternate Cost - Objective</th> <th>Alternate Cost - Subjective</th> <th>Alternate Cost - Geographic</th> <th>Alternate Cost - Project</th> <th>Updated</th> </tr> </thead> <tbody> <tr> <td colspan="12">No results found.</td> </tr> </tbody> </table>	Select Status	Date Worked	Position	Reason for Work	Element Name	Hours/Units	Rate	Updated	<input checked="" type="radio"/>	02-Jul-2011	C22520013308 Business Support Officer 5 C1	Transfer of Personnel Files / office relocation	P486 OT 1_25MF <small>Days - Time & 1/4 (1.25) Mon - Fri Over 37 Hrs P/Wk</small>	5.00		Yes	Select Status	Date Worked	Position	Reason for Work	Element Name	Hours/Units	Rate	Cash	<input checked="" type="radio"/>	19-Jan-2019	BTL333000065 Technical Specialist Service Development	WLBC project (Training)	P487 OT 1_25SS <small>Days - Time & 1/4 (1.25) Saturday/Sunday</small>	3.00			<input type="radio"/>	09-Aug-2017	BTL360000010 Systems Development Officer	O/T work on the WPEH TR28's / TR8's	P486 OT 1_25MF <small>Days - Time & 1/4 (1.25) Mon - Fri Over 37 Hrs P/Wk</small>	1.00			Select Status	Date Worked	Position Work	Reason for Work	Element Name	Hours/Units Point	Override Salary	Alternate Cost - Objective	Alternate Cost - Subjective	Alternate Cost - Geographic	Alternate Cost - Project	Updated	No results found.											
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No results found.																																																																	
2	<p>Any claims already made or paid will be displayed on this screen in date order, with the most recent first and will display the position you worked in at the time of the claim. In the Updated column claims will show Yes to indicate if they have been processed or paid or No if they are still awaiting processing or payment.</p>  <table border="1"> <thead> <tr> <th></th> <th>Hours/Units</th> <th>Rate</th> <th>Updated</th> </tr> </thead> <tbody> <tr> <td>5 P/Wk</td> <td>5.00</td> <td></td> <td>Yes</td> </tr> <tr> <td>5 P/Wk</td> <td>3.00</td> <td></td> <td>Yes</td> </tr> </tbody> </table> <p>To add a new payment claim click on the Add button in the relevant section</p> 		Hours/Units	Rate	Updated	5 P/Wk	5.00		Yes	5 P/Wk	3.00		Yes																																																				
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This screen allows you to input a claim. You can either claim for casual work undertaken, or claim for extra in your own role (for contracted members of staff). Click on the **Calendar** Icon and select the correct **Month** and **Year** by using the drop down arrows, click on the **date**

3



You must complete each field marked with an asterisk*

Click on the arrow in the **Position** field - this will list all your positions. Select the position that is relevant for the work undertaken. Enter the reason for the work, e.g. to cover for an absent colleague or to clear a backlog of work.

Please note that it is important that the right date is input as this will have an impact on the rate of pay relevant to that date e.g. the rate of pay might have increased after certain dates etc.

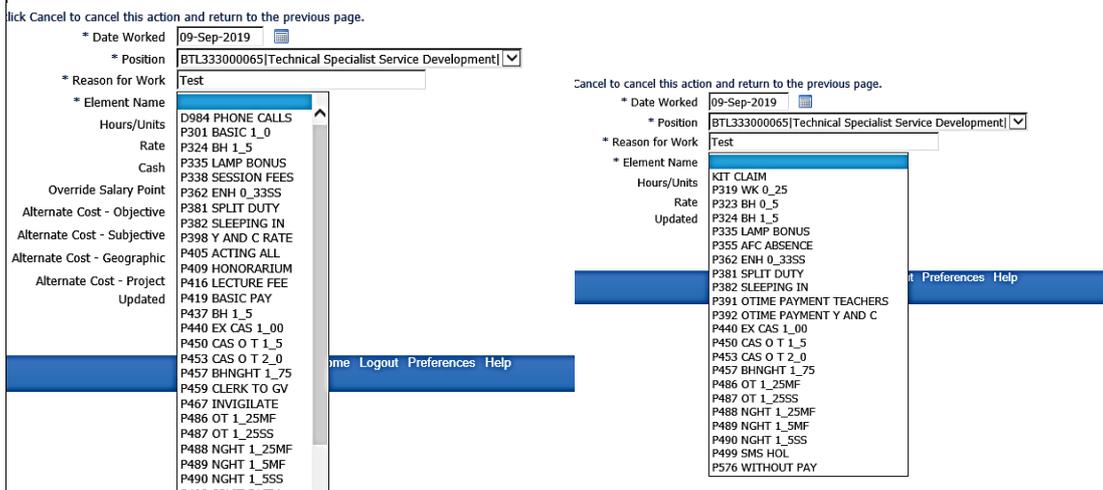
Click on the arrow in the **Element Name** field and a list of the available pay elements will appear, (these are the claim types). Below is an example of the claim types available in the pull down lists for each type.

Tip: If the type of claim you need doesn't seem to be available you may have clicked on the wrong section, just try the alternative section clicking **Add** and re-check the list of claim types available.

Casual / Fees / Additional Casual Work

Overtime / Extra Work in own post

4



Please Note: claim types may also vary dependant on job role

	<p>Click on the claim type (element). Enter the number of hours you wish to claim in hours and decimals, eg. Claiming three and a quarter hours would be: 3.25</p> <p>To convert Minutes to Decimals – divide the total number of minutes by 60</p> <p>E.g. 30 minutes = 30minutes/60minutes = 0.50 decimal</p> <p>6 minutes = 0.1 decimal</p> <p>15 minutes= 0.25 decimal</p> <p>Note: Some pay elements work differently for example Sleeping In Allowance (P382). You must enter the number of nights you are claiming, e.g. enter 1 in the hours/units for one night's Sleep In.</p> <p>The Rate should only be used if the element selected says "Enter Rate" otherwise leave blank. Use the drop down arrow to see the selections available. Please ensure hours or units are entered. When you have entered all the details, click Apply</p> <p>For further information about each input field, see the Claiming Standby section</p>
<p>5</p>	<p>The new claim will be listed in the relevant section. You may need to scroll down to the last entry to view the new claim. You may submit a claim for work already undertaken at any time. Any claim submitted and approved before the deadline will be paid that month.</p> <p>Tip: You may find it easier to add all claims for a particular month in one go. Just click on the Add button to keep adding further claims. This will mean that you submit all claims together.</p>
<p>6</p>	<p>To enter new claims always use the Add button. The Update button should only be used to make corrections to a claim before the payroll deadline.</p> <p>Once you have entered all the claims click on Next. You can now review the details. Click Submit, your claim/s will be submitted.</p>
<p>7</p>	<p>You will receive a confirmation that your changes have been submitted to your authorising manager for approval. Please note that this may not be your direct line manager.</p> <p>Click on the Home button to return to the homepage.</p> <div data-bbox="293 1384 1422 1619" data-label="Image"> </div> <p>Note: Once claims have been submitted a notice will appear in your worklist informing you that they are awaiting approval, see below.</p>

Worklist

Note: For all your notifications, including the Saved For Later transactions, click on the Full List button then choose All Notifications from the dropdown.

From	Type	Subject
System Administrator	HR	Payment Claims for Cartwright Mr. George has been forwarded for approval.

TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

If you click on and read the notification it will then disappear.

The Claim will NOT APPEAR on your claims screen until it has been approved by your line manager. Screen below shows examples of the update status for claims.

	Element Name	Hours/Units	Rate	Updated
	P486 OT 1_25MF Days - Time & 1/4 (1.25) Mon - Fri Over 37 Hrs P/Wk	10.00		No
ce relocation	P486 OT 1_25MF Days - Time & 1/4 (1.25) Mon - Fri Over 37 Hrs P/Wk	5.00		Yes
ce relocation	P486 OT 1_25MF Days - Time & 1/4 (1.25) Mon - Fri Over 37 Hrs P/Wk	3.00		Yes

Update: No – Authorised but awaiting payment

Update: Yes – Authorised and paid/due to be paid in the current month

Note: If the message relating to the claim submitted still remains pending approval after 7 days of submission, speak to your manager. If it has not been approved after 14 days, a new request will need to be submitted.

Claiming Kit days

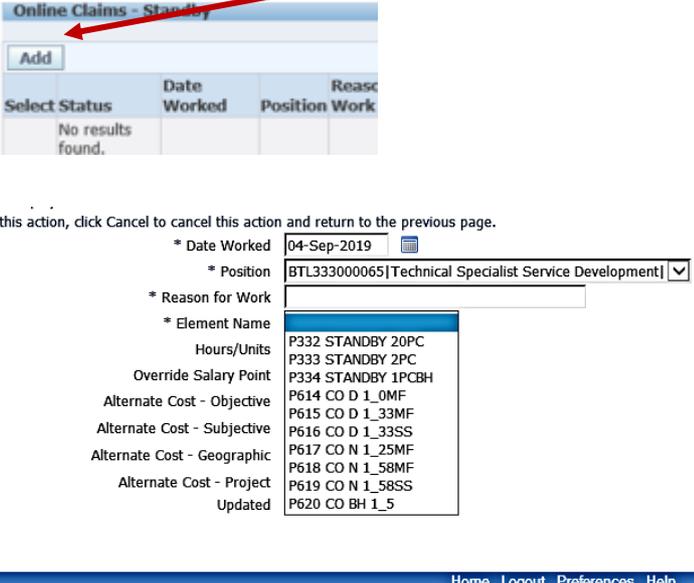
Keeping in Touch Days (**KIT**) are where an employee can agree to come back to work for up to 10 days during their maternity leave, except during the first two weeks after childbirth, Please see Maternity Leave on the intranet for further details

[Link to the Maternity page](#)

STEP	ACTION
1	<p>This is completed in the same manner as a standard claim, see Making a Claim however KIT CLAIM will be selected from the element name list</p> <p>employee number: 0001001</p> <p>Use this action, click Cancel to cancel this action and return to the previous page.</p> <p>* Date Worked: 14-Oct-2019</p> <p>* Position: BTL333000067 Payroll and Recruitment Senior Officer Service Development</p> <p>* Reason for Work: KIT day</p> <p>* Element Name: KIT CLAIM</p> <p>Enter Hours(Single Event)</p> <p>Hours/Units: 3.5</p> <p>Rate: [dropdown]</p> <p>Updated: No</p>

	<p>In the field "Reason for Work" we have input KIT day however any other helpful text can be used.</p> <p style="text-align: right;">Click Apply to continue <input type="button" value="Cancel"/> <input type="button" value="Apply"/></p>																											
<p>2</p>	<p>The main claims screen will now be displayed again where we can see that the KIT day is ready to be submitted.</p> <p>Select Object: <input type="button" value="Delete"/> <input type="button" value="Update"/> <input type="button" value="Add"/></p> <table border="1" data-bbox="288 533 1501 678"> <thead> <tr> <th>Select</th> <th>Status</th> <th>Date Worked</th> <th>Position</th> <th>Reason for Work</th> <th>Element Name</th> <th>Hours/Units</th> <th>Rate</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td></td> <td>02-Mar-2019</td> <td>BTL333000067 Payroll and Recruitment Senior Officer Service Development </td> <td>Recruitment support - contract letters</td> <td>P487 OT 1_25SS <small>Days - Time 8.1/4 (1.25) Saturday/Sunday</small></td> <td>3.00</td> <td></td> <td>Yes</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>New</td> <td>14-Oct-2019</td> <td>BTL333000067 Payroll and Recruitment Senior Officer Service Development </td> <td>KIT day</td> <td>KIT CLAIM <small>Enter Hours(Single Event)</small></td> <td>3.50</td> <td></td> <td>No</td> </tr> </tbody> </table> <p>Repeat steps 1-2 to add more kit day claims. Once all kit days have been added click Next <input type="button" value="Cancel"/> <input type="button" value="Save For Later"/> <input type="button" value="Back"/> <input type="button" value="Next"/></p>	Select	Status	Date Worked	Position	Reason for Work	Element Name	Hours/Units	Rate	Update	<input type="radio"/>		02-Mar-2019	BTL333000067 Payroll and Recruitment Senior Officer Service Development	Recruitment support - contract letters	P487 OT 1_25SS <small>Days - Time 8.1/4 (1.25) Saturday/Sunday</small>	3.00		Yes	<input checked="" type="radio"/>	New	14-Oct-2019	BTL333000067 Payroll and Recruitment Senior Officer Service Development	KIT day	KIT CLAIM <small>Enter Hours(Single Event)</small>	3.50		No
Select	Status	Date Worked	Position	Reason for Work	Element Name	Hours/Units	Rate	Update																				
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<input checked="" type="radio"/>	New	14-Oct-2019	BTL333000067 Payroll and Recruitment Senior Officer Service Development	KIT day	KIT CLAIM <small>Enter Hours(Single Event)</small>	3.50		No																				
<p>3</p>	<p>The following screen allows you to review the information prior to submission</p> <p>At Own Job</p> <table border="1" data-bbox="288 920 1501 1496"> <tbody> <tr> <td>Proposed</td> </tr> <tr> <td>Updated No</td> </tr> <tr> <td>Date Worked 21-Oct-2019</td> </tr> <tr> <td>Position BTL333000067 Payroll and Recruitment Senior Officer Service Development </td> </tr> <tr> <td>Reason for Work KIT days</td> </tr> <tr> <td>Element Name KIT CLAIM</td> </tr> <tr> <td>Hours/Units 4.00</td> </tr> <tr> <td>Proposed</td> </tr> <tr> <td>Updated No</td> </tr> <tr> <td>Date Worked 14-Oct-2019</td> </tr> <tr> <td>Position BTL333000067 Payroll and Recruitment Senior Officer Service Development </td> </tr> <tr> <td>Reason for Work KIT day</td> </tr> <tr> <td>Element Name KIT CLAIM</td> </tr> <tr> <td>Hours/Units 3.50</td> </tr> </tbody> </table> <p>Click on the Submit button to Submit the claims</p> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Printable Page"/> <input type="button" value="Save For Later"/> <input type="button" value="Back"/> <input type="button" value="Submit"/></p>	Proposed	Updated No	Date Worked 21-Oct-2019	Position BTL333000067 Payroll and Recruitment Senior Officer Service Development	Reason for Work KIT days	Element Name KIT CLAIM	Hours/Units 4.00	Proposed	Updated No	Date Worked 14-Oct-2019	Position BTL333000067 Payroll and Recruitment Senior Officer Service Development	Reason for Work KIT day	Element Name KIT CLAIM	Hours/Units 3.50													
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<p>4</p>	<p>A confirmation screen will now appear. Click home to return to the home page.</p> <div data-bbox="288 1704 1230 1742" style="border: 1px solid #ccc; background-color: #e0f0ff; padding: 5px;"> <p> Confirmation</p> </div> <p>Your changes have been applied.</p> <p style="text-align: right;"><input type="button" value="Home"/></p>																											
<p>5</p>	<p>Task complete</p>																											

Claiming Standby

STEP	ACTION
1	<p>This claim form must only be used by employees claiming standby or for callouts whilst on standby. Employees graded above SCP 48 or equivalent will not be eligible to receive standby payments</p>
2	<p>From the claims screen click the Add button to start inputting a claim.</p>  <p>Continue this action, click Cancel to cancel this action and return to the previous page.</p> <p>* Date Worked: 04-Sep-2019</p> <p>* Position: BTL33300065 Technical Specialist Service Development</p> <p>* Reason for Work: [Empty]</p> <p>* Element Name: [Dropdown menu open]</p> <ul style="list-style-type: none"> P332 STANDBY 20PC P333 STANDBY 2PC P334 STANDBY 1PCBH P614 CO D 1_0MF P615 CO D 1_33MF P616 CO D 1_33SS P617 CO N 1_25MF P618 CO N 1_58MF P619 CO N 1_58SS P620 CO BH 1_5 <p>Home Logout Preferences Help</p> <p>Date Worked – enter by either by directly inputting the date or clicking on the calendar function next to the box</p> <p>Position - choose position the claim is against, multiple positions will be available for those with more than one job</p> <p>Reason for Work – enter details for the additional work, can include any detail to assist with approval of the claim</p> <p>Element Name is displayed once the above fields are completed. Select the element for the type of payment required</p> <p>Hours/Units - This is always entered as a decimal value and is related to the element selected. Enter the number of hours or units worked as follows:</p> <p>Standby claims - always enter the units (P332 = 1 unit per full week). Also see Payment claims – Types</p> <p>Callouts - always enter the actual hours worked (no minimum payment)</p> <p>Override Salary Point – Leave this blank if you are just claiming additional hours in your own role. Payments will be automatically paid on an employee's normal salary point. Overrides only apply where employees are working in a post which is different to the post</p>

selected above, or by agreement with your line manager. Select the appropriate spinal column point from the drop down list if a different salary is to be claimed.

Alternate Cost-Objective - This field is not used unless the additional payment should be charged to a different budget. Use the search window (magnifying glass) to search for and select the alternate objective as appropriate. Please ensure that you have approval for this action.

Alternate Cost-Subjective - This field is not used unless the employee has worked at a different post. Use the search window (magnifying glass) to search for and select the alternate subjective as appropriate. Please ensure that you have approval for this action.

Alternate Cost Geographic / Project - Not used.

Apply - Review the details and when complete, click on the Apply button.

The grid below provides guidance for the claim types:

Enhancements for Extra Duty and Overtime		Rates Only Applicable to Call Outs While on Standby	
		Under 37 Hours	Over 37 Hours
Monday - Friday	Day	1.00 P614	1.25 P615
Monday - Friday	Night	1.25 P617	1.5 P618
Saturday - Sunday	Day	1.33 P616	1.33 P616
Saturday - Sunday	Night	1.5 P619	1.5 P619

Rejected and Returned Claims

If for some reason a claim has been rejected or returned for correction you will receive a notification on your worklist informing you accordingly. See below

	Type	Subject ^
nistrator	HR	Edwards Mrs. Sioned rejected your Payment Claims changes for Cartwright Mr. George
nistrator	HR	Payment Claims for Cartwright Mr. George has been forwarded for approval.

[in Rules](#) - Redirect or auto-respond to notifications.

In each event some action may be required

Rejected Claims

1

If a claim has been rejected then a notification will appear in your worklist on the homepage, (see above)

Clicking on the worklist link will open up the notification to provide further information. There could be any number of reasons for the rejection including by mutual agreement (and you have chosen to re-submit). This claim will not be paid or appear on any payslips. Example below

4	Edwards Mrs. Sioned	Reject	02-Oct-2019 12:48:12	Rejected as claim is duplicated in error
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[Return to Worklist](#)

Home Logout Preferences Help

Returned Claims

1

If a claim has been returned for correction then a notification will appear in your worklist on the homepage
Click on the link

Notifications, including the Saved For Later transactions, click on the Full List button then choose All Notifications from the View drop-down list

Type	Subject ^	Sent	Due
HR	Payment Claims for Cartwright Mr. George is Returned for Correction	01-Oct-2019	

Click or auto-respond to notifications.
Specify which users can view and act upon your notifications.

The following screen appears

Extra Information Type	
Online Claims - Overtime/Extra Work At Own Job	
	Proposed
Updated	No
Date Worked	01-Oct-2019
Position	BTL333000065 Technical Specialist
Reason for Work	Test
Element Name	P486 OT 1_25MF
Hours/Units	4.00

2

Action History		
Sequence	Name	Action
1	Cartwright Mr. George	Submit
2	Edwards Mrs. Sioned	Return for Correction
3	Cartwright Mr. George	Pending

Related Applications

 [Continue Action](#)

Click on **Continue Action**

This will re-open the claims screen where you can now amend the incorrect claim.

Note: On this screen you can also see the history of actions for the claim and what point it is up to.

The latest claims returned and not authorised will be visible on the list with "New" in the status column

If multiple claims had been submitted select the claim which needs correcting by clicking on the "radio" button next to it

Click the **Update** button. This will now allow you to correct the claim and re-submit.

Online Claims - Overtime/Extra Work At Own Job						
Select Object:		<input type="button" value="Delete"/>	<input type="button" value="Update"/>	<input type="button" value="Add"/>	⌂ Previous	
Select Status	Date Worked	Position	Reason for Work	Element Name	Hour	
<input checked="" type="radio"/> New	03-Sep-2019	BTL333000065 Technical Specialist Service Development	Test	P486 OT 1_25MF Days - Time & 1/4 (1.25) Mon - Fri Over 37 Hrs P/Wk	4.00	
<input type="radio"/> New	03-Sep-2019	BTL333000065 Technical Specialist Service Development	Test	P486 OT 1_25MF Days - Time & 1/4 (1.25) Mon - Fri Over 37 Hrs P/Wk	2.00	
<input type="radio"/> New	02-Sep-2019	BTL333000065 Technical Specialist Service Development	Test1	P486 OT 1_25MF Days - Time & 1/4 (1.25) Mon - Fri Over 37 Hrs P/Wk	1.00	

Employee Number: 5160288

Action, click Cancel to cancel this action and return to the previous page.

* Date Worked: 03-Sep-2019

* Position: BTL333000065 | Technical Specialist Service Development

* Reason for Work: Test

* Element Name: P486 OT 1_25MF

Days - Time & 1/4 (1.25) Mon - Fri Over 37 Hrs P/Wk

Hours/Units: 4.00

Rate: [Dropdown]

Updated: No

Buttons: Cancel, Apply

Click Next and follow the remaining process for submitting a claim

Overpayment as a result of a Claim

If you have been overpaid due to an incorrect claim the hours can be deducted from your pay for the following month. If the amount of overpayment is too great to be recovered in one month you must contact your manager to ask for the repayment to be made in instalments.

If you are a casual worker and have no further payments due you must contact your manager to arrange for an alternative method of repayment.

Overpayments may arise where a claim has been made incorrectly, for example if you worked 4 hours but entered the hours incorrectly and mistakenly claimed 40, or from a duplicate claim being made, for example you claimed for the same day twice. If your manager realises you have made a mistake they may return (reject) your claim to you for correction. If however your manager has approved your claim before the mistake is noticed then the incorrect hours will be paid and you will have to make an adjustment as shown below. You should always check your payment claims before and after payment to identify errors. It is your responsibility, as well as your manager's, to ensure claims are made and paid correctly.

Making an Adjustment

STEP	ACTION
1	Log into Oracle and navigate to the Employee Self Service Responsibility
2	Go to the appropriate section, e.g. overtime or standby. This form should be checked each month to confirm payments have been made correctly. Your original incorrect claim will be displayed here. In this example, 40 hours have been claimed incorrectly as only 4 hours were worked on this date therefore the overpaid hours need to be recovered. Once a claim has been transferred into Payroll (i.e. the Updated column is Yes), it cannot be amended or deleted so to recover the hours, you must enter a minus claim as indicated in the next steps.
3	Click on Add to make a new claim to correct the mistake.

	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="button" value="Delete"/> <input type="button" value="Update"/> <input style="border: 2px solid red;" type="button" value="Add"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date Worked</th> <th style="width: 85%;">Position</th> </tr> </thead> <tbody> <tr> <td>01-Jan-2019</td> <td>BTL333000065 Technical Specialist Service Development</td> </tr> <tr> <td>01-Aug-2017</td> <td>BTL360000010 Systems Development Officer</td> </tr> </tbody> </table>	Date Worked	Position	01-Jan-2019	BTL333000065 Technical Specialist Service Development	01-Aug-2017	BTL360000010 Systems Development Officer																														
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<p>4</p>	<p>Complete the form as on original claim (same dates etc.) but deduct the hours claimed incorrectly by entering a minus sign before the hours (36 hours). Enter reason worked as reason for correction. See example below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Radio</th> <th style="width: 5%;">New</th> <th style="width: 15%;">Date</th> <th style="width: 45%;">Position</th> <th style="width: 30%;">Reason</th> <th style="width: 10%;">Amount</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>New</td> <td>01-Aug-2019</td> <td>BTL333000065 Technical Specialist Service Development</td> <td>Additional</td> <td style="text-align: right;">40.00</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>New</td> <td>01-Sep-2019</td> <td>BTL333000065 Technical Specialist Service Development</td> <td>Correction - claimed 40 hours in error</td> <td style="text-align: right;">-36.00</td> </tr> </tbody> </table> <p>Online Claims - Change of Contract Duties</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Radio</th> <th style="width: 5%;">New</th> <th style="width: 15%;">Date</th> <th style="width: 45%;">Position</th> <th style="width: 30%;">Reason</th> <th style="width: 10%;">Amount</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>New</td> <td>01-Aug-2019</td> <td>BTL333000065 Technical Specialist Service Development</td> <td>Additional</td> <td style="text-align: right;">40.00</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>New</td> <td>01-Sep-2019</td> <td>BTL333000065 Technical Specialist Service Development</td> <td>Correction - claimed 40 hours in error</td> <td style="text-align: right;">-36.00</td> </tr> </tbody> </table> <p>Online Claims - Change of Contract Duties</p>	Radio	New	Date	Position	Reason	Amount	<input type="radio"/>	New	01-Aug-2019	BTL333000065 Technical Specialist Service Development	Additional	40.00	<input checked="" type="radio"/>	New	01-Sep-2019	BTL333000065 Technical Specialist Service Development	Correction - claimed 40 hours in error	-36.00	Radio	New	Date	Position	Reason	Amount	<input type="radio"/>	New	01-Aug-2019	BTL333000065 Technical Specialist Service Development	Additional	40.00	<input checked="" type="radio"/>	New	01-Sep-2019	BTL333000065 Technical Specialist Service Development	Correction - claimed 40 hours in error	-36.00
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<p>5</p>	<p>Click on Apply and check details before submitting to your manager for approval. The overpaid hours will be deducted from your next pay slip. NB - If you do not enter a minus sign the hours will be paid again instead of being deducted.</p>																																				

Underpayments

If hours have been underpaid simply **Add** a new claim to claim the missing hours. For example, if you have been paid 2 hours instead of 20 hours, you need to make an additional claim for 18 hours, using same dates and details as original claim. If you have omitted to claim for a particular date, simply add a new claim for that day. There is a comments box on the Submit to Manager page where you can explain why you are claiming additional hours or making a late claim.

Extra Information Type
Online Claims - Overtime/Extra Work At Own Job
Proposed
Updated No
Date Worked 04-Sep-2019
Position BTL333000065 Technical Specialist Service Development
Reason for Work Test
Element Name P440 EX CAS 1_00
Hours/Units 1.00
Additional Information
Comments to Approver
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="float: right; text-align: right;"> ^ v </div> </div>

Other possible reasons for over/underpayment:

- Incorrect rate claimed – deduct original claim and reclaim at correct rate
- Incorrect element used - deduct original claim and reclaim using correct element
- Time claimed in hours and minutes instead of using decimals – e.g. you worked two and a half hours and claimed 2.30 instead of 2.50. You are owed 0.20 hours. Make a new claim for 0.20 hours.
- Claims being input and authorised twice – deduct duplicate hours

Casuals

If you are a casual worker and not due for payment in the next pay period, you should contact your manager to arrange repayment via Payroll & Recruitment

Large Overpayments

If the overpayment is too big to be recovered from one month's pay then you must contact your manager who may arrange for the repayment period to be extended or will arrange recovery separately by Payroll & Recruitment.

Hints & Tips**Inputting Payment Claims**

1	<p>Use the Oracle self-service system to claim for additional payments online. Employees should input their own claims and submit for approval. In exceptional circumstances, a manager may input claims on behalf of their employees.</p> <p>LCC Employee Self Service: - Select Self Service Payment Claims from the menu.</p> <p>LCC Manager Self Service: - Select Self Service Payment Claims from the menu and click the Action button for the relevant employee.</p> <p>Select the appropriate payment claim.</p>
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Payment Claims General Information

1	<p>Please remember that Oracle calculates in hours and decimals so any payment claims should always be entered using decimals. For example, if you are claiming overtime for four and a half hours you should claim 4.50 and not 4.30.</p>
2	<p>Do not claim in advance; claims must be made only after the work is completed.</p> <p>a. Claims submitted and approved by the payroll deadline date are paid that month.</p> <p>b. Submit claims for work completed in one month before the deadline in the next month. For example, for work completed in February, submit the claim by the March deadline.</p>

3	With manager agreement, you may enter a claim for a full week or month and enter the week ending or month ending date.
4	<p>Submit claims promptly. Do not submit claims for more than one calendar month at a time.</p> <p>a. For casual employees, this may cause payment to be incorrect and pension contributions to be calculated in the wrong band.</p> <p>b. Income Tax and National Insurance allowances are given for one month only so deductions will be correct but won't be spread across the claims period</p>
5	<p>Ensure payment claims for employees leaving or transferring are input and submitted by their last working date.</p> <p>a. Managers will not be able to view employee records after the date of transfer.</p> <p>b. Managers may not be able to view and will not be able to input claims after the leaving date.</p> <p>c. Terminations; claims can be input and paid up to 2 months after leaving date but only if input by the employee.</p> <p>d. Claims paid after the P45 is issued will be taxed at basic rate.</p> <p>e. Ensure claims are dated correctly i.e. before the date of termination.</p> <p>f. If an employee works after the date of termination, they must be set up as a new appointment.</p>
6	<p>When making a new payment claim always use the Add button, not the Update button. The Update button should only be used to make corrections to a claim before the manager's authorisation deadline. To make a new claim you should always use the Add button</p> <p>See "Making a Claim" step 2</p>
7	<p>An employee can update or delete claims after authorisation but prior to the manager's authorisation deadline date. This would require re-approval.</p> <p>a. Please note that if you try to update a claim that has already been paid, the system will not action this change. To make a correction to a claim that has already been paid, for example if you have claimed too many hours, you should make a new claim and enter a minus amount to deduct the hours you have been overpaid.</p> <p>Refer to Overpayments on page 8</p>
8	<p>For Cash claims always enter the total amount payable</p> <p>a. The Cash field should only be used if the element selected says "Enter cash", for example for Invigilation, 1-1 tuition or Booster Classes.</p> <p>b. The total amount payable should be entered. For example, if you have worked 5 sessions of 1-1 tuition at £25 per session you should claim the total of £125.</p>
9	<p>Teachers should not claim additional hours on element P440. Teachers claiming additional hours should use one of the following elements:</p> <p>a. P336 (Teachers' Hours)</p> <p>b. P376 (Teachers' Hours including SEN)</p> <p>c. P337 (Teachers' Days)</p> <p>d. P377 (Teachers' Days including SEN)</p>

Payment Claims Table - Payment Types

Below is a guide to the different payment claims and what the different elements are used for on Oracle Self Service, the most commonly used elements are at top then the rest appear in numerical order. You should refer to the guidance on the intranet in respect of **Payable Enhancements**

Online Claims - Casual/Fees/Additional Casual Work	Teachers use this section for claiming supply work or additional work on elements P336/P337. Non-Teaching Staff use this section for claiming <u>extra/additional</u> casual work in a different role. This section is also used for cash payments and management committee (School Club) employees.
Online Claims - Change of Contract Duties	This section is only used where employees have worked in a different role instead of their own.
Online Claims - Overtime/Extra Work at Own Job	This section is for Non-Teaching Staff only and is used for part-time employees who have worked extra hours in their own job or full-time staff who have worked overtime (over 37 hours).
Online Claims - Standby	Used for claiming standby duties and Call Out payments, not to be used by School employees.

Payment Type/Elements Table

Element	Use
P301	Used for Non-Teaching Staff to claim Basic pay when a role has been undertaken instead of their normal contracted role. This element is usually used in conjunction with a plus and minus claim
P336	Used for Teacher's claiming hours
P337	Used for Teacher's claiming days
P440	Used for Non-Teaching Part-Time Staff claiming extra hours Mon – Fri up to 37 hours per week
P467	Used for claiming invigilation, a total cash amount must be entered in the cash field
P499	Used to claim Senior Midday Supervisors work, a rate must be entered in the rate field
P532	Used for claiming booster classes/ 1:1 tuition/Management Committee (School Clubs)
P319	Used for Non-Teaching staff as weekend enhancement (if worked as part of rota)
P323	Used for Non-Teaching staff who have worked a bank holiday as part of rota
P324	Used for Non-Teaching staff who have worked a bank holiday in addition to rota/overtime
P332	Standby Payment - Weekly
P333	Standby Payment - Daily
P334	Standby Payment – Additional Bank Holiday Payment
P338	Sessional Fee - Pensionable
P364	Weekend Days
P365	Weekday Nights

P366	Weekend Nights
P381	Split Duty
P382	Sleeping In (Pensionable) if done as part of rota or contractual arrangement
P398	Young People's Service - Pensionable
P399	SEN (Enter rate)
P431	Used for Non-Teaching staff claiming extra hours Mon – Fri up to 37 hours per week in a higher graded post
P437	Bank Holiday – Days (Casual Employees)
P457	Bank Holiday – Nights (Casual Employees)
P459	Clerk to Governors – Cash amount
P486	Used for Non-Teaching staff claiming extra hours Mon – Fri for work done over 37 hours (days)
P487	Used for Non-Teaching staff claiming on a Saturday or Sunday (days)
P488	Used for Non-Teaching staff claiming extra hours Mon – Fri up to 37 hours per week (nights)
P489	Used for Non-Teaching staff claiming extra hours Mon – Fri for work done over 37 hours (nights)
P490	Used for Non-Teaching staff claiming on a Saturday or Sunday (nights)
P498	Split Duty (Casual Employees)
P503	Sleeping In not part of rota or contractual arrangement
P508	Honorariums – Cash Amount (Payable to School Support Staff Only)
P538	Travel Expenses – Cash Amount – Taxable, NI able
P544	Young People's Service
P545	Sessional Fee
P551	Lecture fee – Cash amount – Taxable, NI able
P576	Leave without pay
P614	Callout – Days, Mon – Fri up to 37 hours per week
P615	Callout – Days, Mon – Fri over 37 hours per week
P616	Callout – Days, Saturday or Sunday
P617	Callout – Nights, Mon – Fri up to 37 hours per week
P618	Callout – Nights, Mon – Fri over 37 hours per week
P619	Callout – Nights, Saturday or Sunday
P620	Callout – Bank Holidays
P693	Personal Expenses