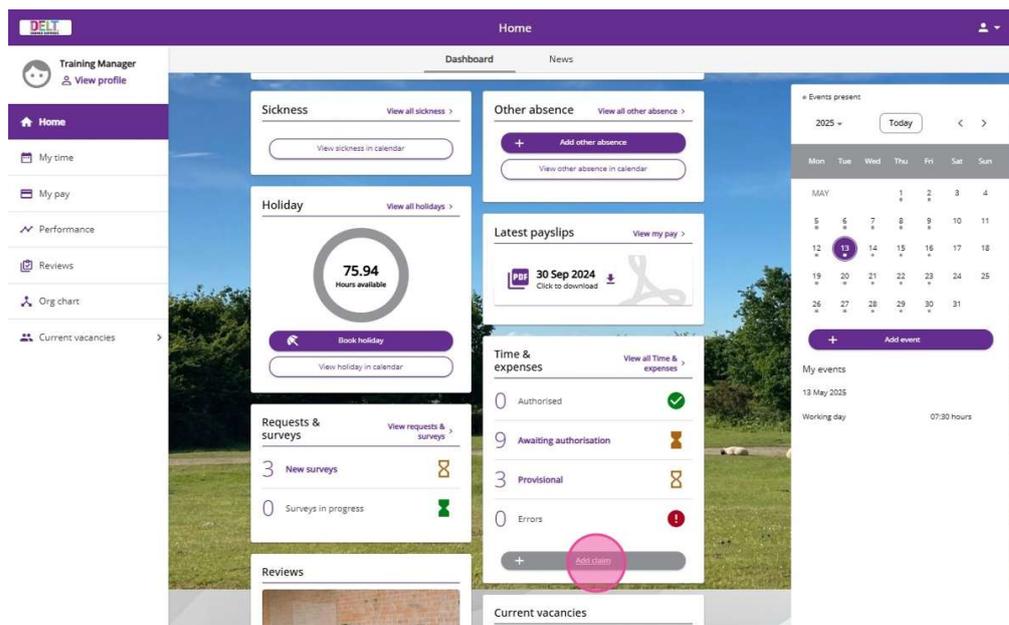


Employee Guide - Submitting Overtime

Submitting an overtime claim is a simple process when you follow the right steps. This guide walks you through each stage — from starting a claim in the Time and Expenses widget to submitting your final details for approval. Whether you're entering hours, adding cash amounts, or attaching supporting documents, this step-by-step overview ensures your claim is complete and accurate. Follow along to make sure your overtime is recorded and processed smoothly.

1. To submit an overtime claim, navigate to the Time and Expenses widget on your employee dashboard and click **"Add Claim"**.



2. Fill in the following, then click **"New"** to open the form.
 - The **date** you're claiming for
 - Your **job role** (if it needs to be changed)
 - Choose the claim template (it should be called something like **"Time Claim Form"** based on your organisation's claim templates)

Time & expenses claim entry: New

Start date (required)
12/05/2025

Job title (required)
Learning and Organisation Development Coordinator

Claim template (required)
Z_DELT Time Claim Form

Now

3. The claim form has **three separate pages**:

- **Page 1** – Enter your **additional/overtime hours**
- **Page 2** – Add any **cash claims**. E.g. standby cash. (This is only applicable for certain employee groups).
- **Page 3** – Add **any occurrences/units of standby etc.** (This is also only applicable for certain employee groups).

Make sure to complete all relevant pages before submitting.

DELT Home

< Back to Dashboard

Time & expenses claim entry: (New)

Job title: Learning and Organisation Development Coordinator
Employee: Training Manager
Payroll: DELT SHARED SERVICES LTD (LWD)

Page 1 | Page 2 | Page 3

DELT SHARED SERVICES – TIME CLAIM FORM

Use this form to claim DELT Time Claims.

PAGE 1 = Enter Hours
PAGE 2 = Enter Cash
PAGE 3 = Enter Occurrences/Units

Enter a cost centre only your claim needs to be charged to a different to your normal cost centre. If you need to make claims against a different cost centres, use a claim form per cost centre. If you need to claim against more than one item, click the "+" or "-" to add or remove extra rows.

PLEASE ENSURE THAT MINUS HOURS ARE PREFIXED WITH A "-" MINUS SYMBOL.

Element	Date	Reason for Claim	Cost Centre	Hours (decimal)
				0.00

Save draft Submit Print

4. On Page 1:

- Choose the correct **overtime type** from the dropdown (your options may vary depending on your organisation)
- Select the **date** you worked
- Add a short **reason** for your claim
- If needed, enter a **different cost centre code**
- Enter your **hours in decimal format** (further guidance on this in the next step)

DELT SHARED SERVICES – TIME CLAIM FORM

Use this form to claim DELT Time Claims.

PAGE 1 = Enter Hours
 PAGE 2 = Enter Cash
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Enter a cost centre only your claim needs to be charged to a different to your normal cost centre. If you need to make claims against a different cost centres, use a claim form per cost centre. If you need to claim against more than one item, click the "+" or "-" to add or remove extra rows.

PLEASE ENSURE THAT MINUS HOURS ARE PREFIXED WITH A ** MINUS SYMBOL.

Element	Date	Reason for Claim	Cost Centre	Hours (decimal)
Overtime x 1.0	12/05/2025	Project work		0.50

Buttons: Save draft, Submit, Print

5. Please see guidance for submitting hours in decimal format below:

Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	.02	21	.35	41	.68
2	.03	22	.37	42	.70
3	.05	23	.38	43	.72
4	.07	24	.40	44	.73
5	.08	25	.42	45	.75
6	.10	26	.43	46	.77
7	.12	27	.45	47	.78
8	.13	28	.47	48	.80
9	.15	29	.48	49	.82
10	.17	30	.50	50	.83
11	.18	31	.52	51	.85
12	.20	32	.53	52	.87
13	.22	33	.55	53	.88
14	.23	34	.57	54	.90
15	.25	35	.58	55	.92
16	.27	36	.60	56	.93
17	.28	37	.62	57	.95
18	.30	38	.63	58	.97
19	.32	39	.65	59	.98
20	.33	40	.67	60	1.0

6. Finished entering your details? You can:

- **Save as Draft** if you want to finish it later
- Or click **Submit** to move forward

The screenshot shows the 'DELTA SHARED SERVICES - TIME CLAIM FORM' page. At the top, there is a navigation bar with 'DELTA' and 'Home'. Below the navigation bar, there is a 'Back to Dashboard' link. The main content area displays the user's details: 'Job title: Learning and Organisation Development Coordinator', 'Employee: Training Manager', and 'Payroll: DELTA SHARED SERVICES LTD (LWD)'. Below this, it indicates 'Page 1 | Page 2 | Page 3'. The form title is 'DELTA SHARED SERVICES - TIME CLAIM FORM'. Below the title, there is a brief instruction: 'Use this form to claim DELTA Time Claims.' followed by page instructions: 'PAGE 1 = Enter Hours', 'PAGE 2 = Enter Cash', and 'PAGE 3 = Enter Occurrences/Units'. A note states: 'Enter a cost centre only your claim needs to be charged to a different to your normal cost centre. If you need to make claims against a different cost centres, use a claim form per cost centre. If you need to claim against more than one item, click the "+" or "-" to add or remove extra rows.' Below this, a warning says: 'PLEASE ENSURE THAT MINUS HOURS ARE PREFIXED WITH A "-" MINUS SYMBOL.' The form has a table with columns: 'Element', 'Date', 'Reason for Claim', 'Cost Centre', and 'Hours (decimal)'. The first row contains: 'Overtime x 1.0', '12/05/2025', 'Project work', an empty 'Cost Centre' field, and '0.50'. There are '+' and '-' buttons next to the 'Hours' field. At the bottom, there are three buttons: 'Save draft', 'Submit', and 'Print'. A pink circle highlights the 'Submit' button.

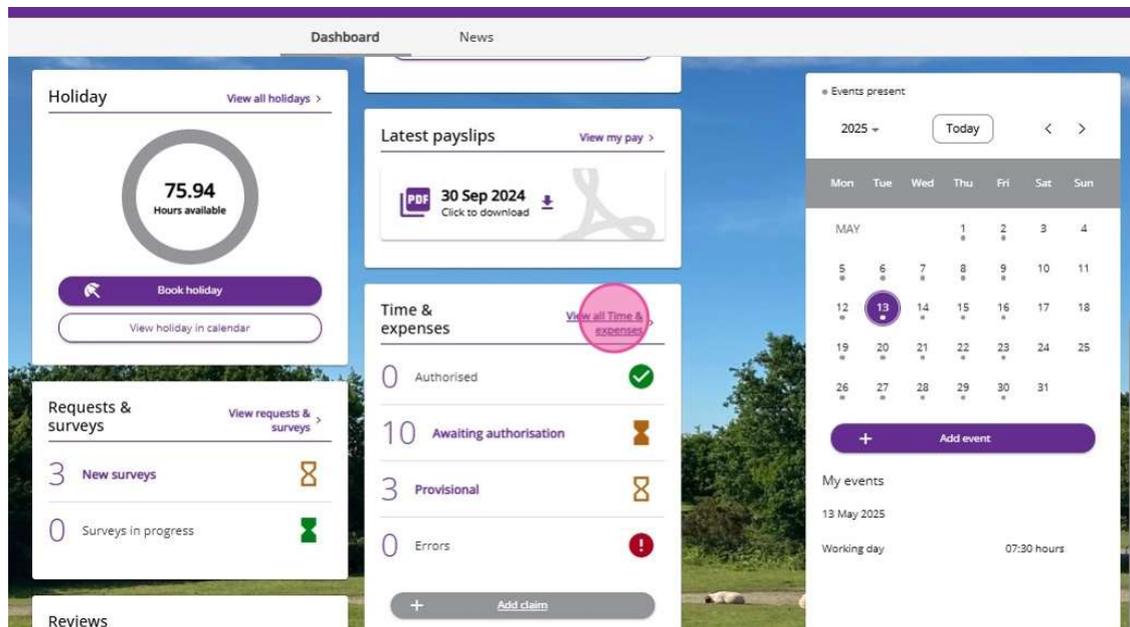
7. You'll be taken to a **confirmation page**. Here, you'll need to:

- Enter your **password**
- Attach any **supporting documents** (if needed)

Then click **Submit** again.

The screenshot shows the confirmation page for the time claim. It displays the claim reference 'DELTA00000027' and the payroll 'DELTA SHARED SERVICES LTD (LWD)'. The start date is '12/05/2025'. There is a 'Comments' section with a warning: 'Upon submitting this claim form, you declare the claim to be a true and accurate reflection of the hours worked on behalf of your Organisation. Any fraudulent claim may result in disciplinary action.' Below this, there is a 'Password' field with a masked input. A section titled 'Receipt attachments' contains a 'Receipt type' dropdown menu and an 'Attach receipt' section with a 'Choose File' button and 'No file chosen' text. At the bottom, there is a 'Submit' button highlighted with a pink circle.

8. Go back to the **Time and Expenses dashboard** (from the home dashboard) to view your claims.



9. You'll see a list of your submitted claims. Click on a claim to:

- Expand it for more details
- Attach extra documents using the **paperclip icon**

