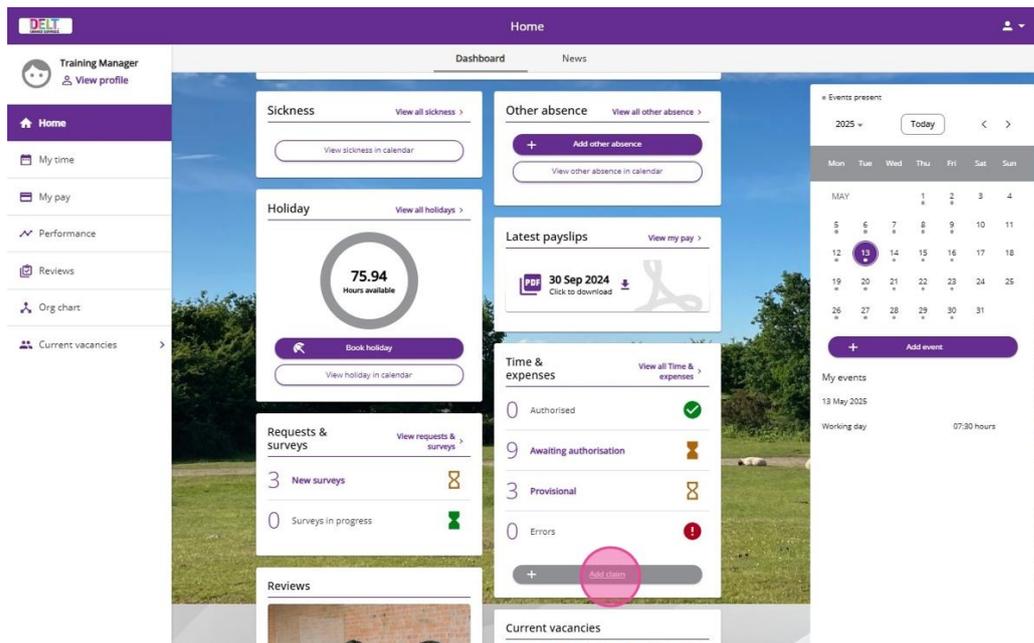


EMPLOYEE GUIDE

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)

 A screenshot of the 'Time & expenses claim entry: New' form. The form has three required fields: 'Start date (required)' with the value '12/05/2025', 'Job title (required)' with the value 'Learning and Organisation Development Coordinator', and 'Claim template (required)' with the value 'Z_DELT Time Claim Form'. A pink circle highlights a 'New' button at the bottom right of the form.

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.

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)

DELTA Home

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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)
Overtime x 1.0	12/05/2025	Project work		0.50

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

DELTA Home

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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

DELTA 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.

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

Save draft Submit Print

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.

Time and expenses claim reference

DELTA00000027

Payroll
DELT SHARED SERVICES LTD (LWD)

Start date
12/05/2025

Comments
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.

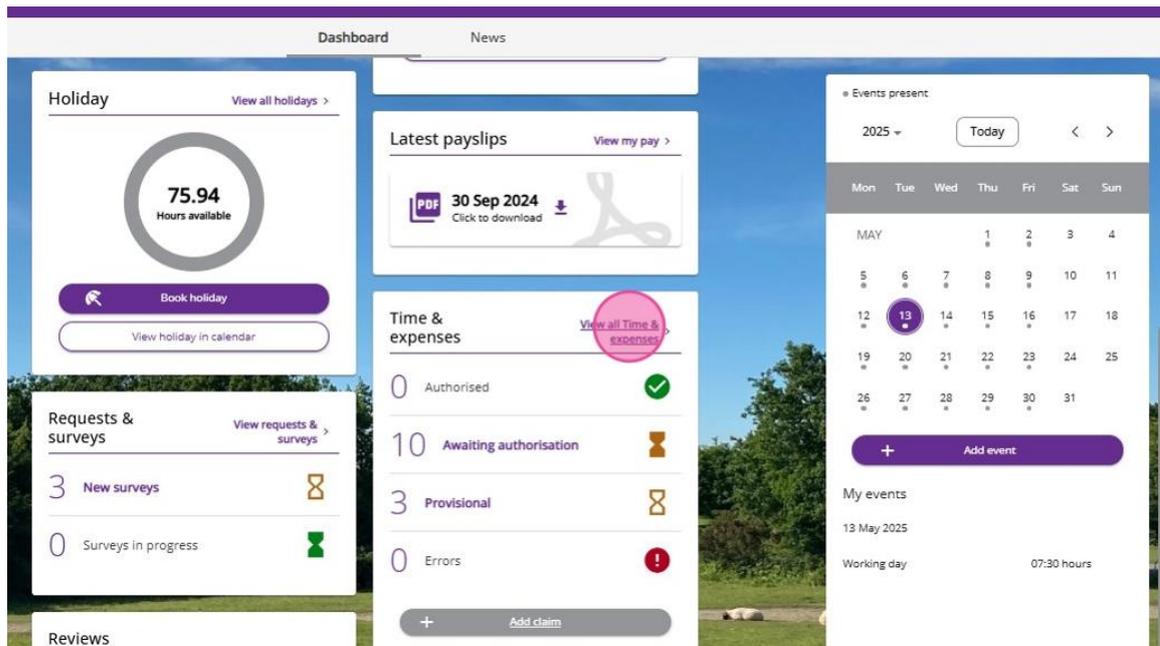
Password
.....

Receipt attachments
Receipt type
▼

Attach receipt
Choose File | No file chosen

Submit

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**

