

Overtime can be submitted via Oracle Fusion by weekly timecard entries which can be made for the following claims -

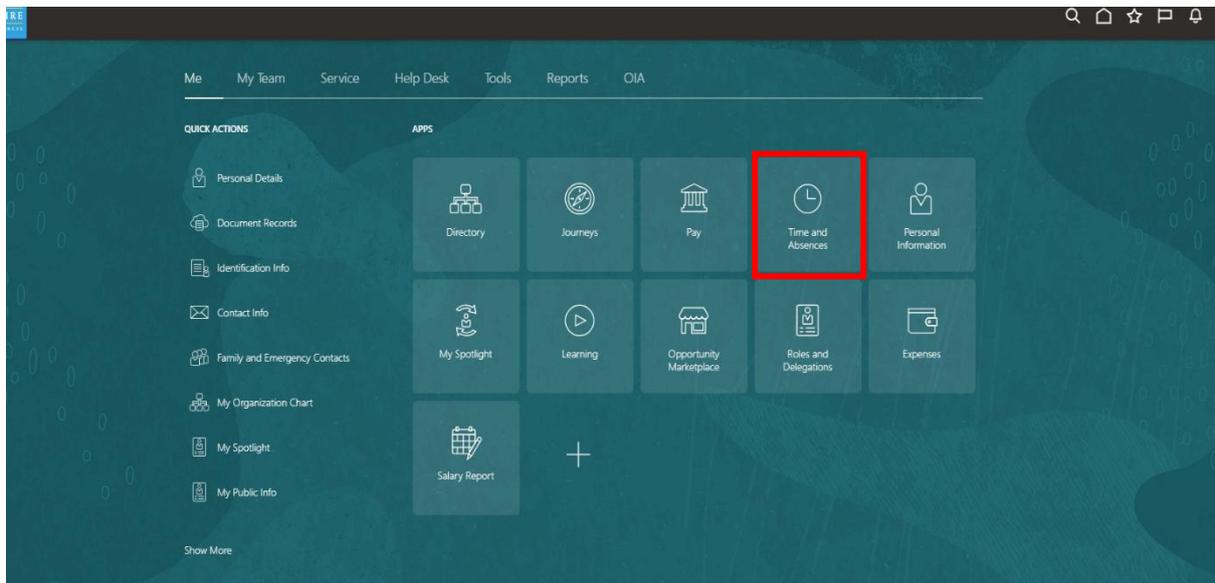
- Additional hours
- Overtime
- Keeping in Touch payments
- Standby and Call Out claims

The claim types available for selection are based on your assignment, therefore you will only see the claim types which are relevant to you. Timecards are created on a weekly basis and should be submitted to your manager(s) once a week when overtime has been worked, to avoid multiple approval notifications being sent for the same period.

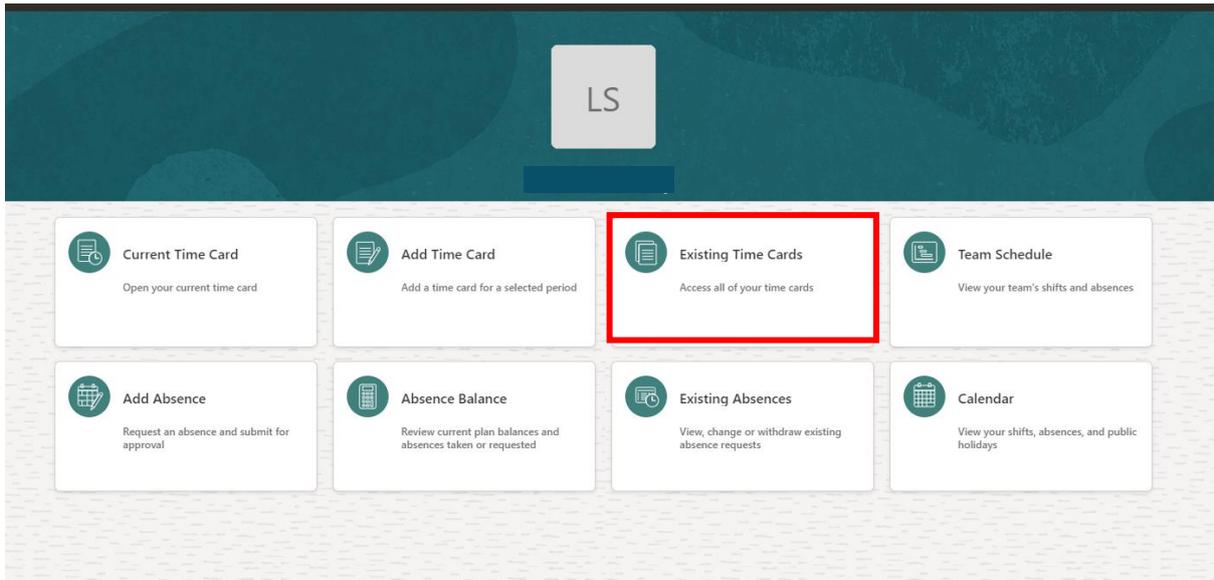
Please note that timecard entries can only be submitted when overtime has been worked and therefore it **cannot** be submitted for a future date.

Retrospective claims can be made, up to 45 days prior to the current date.

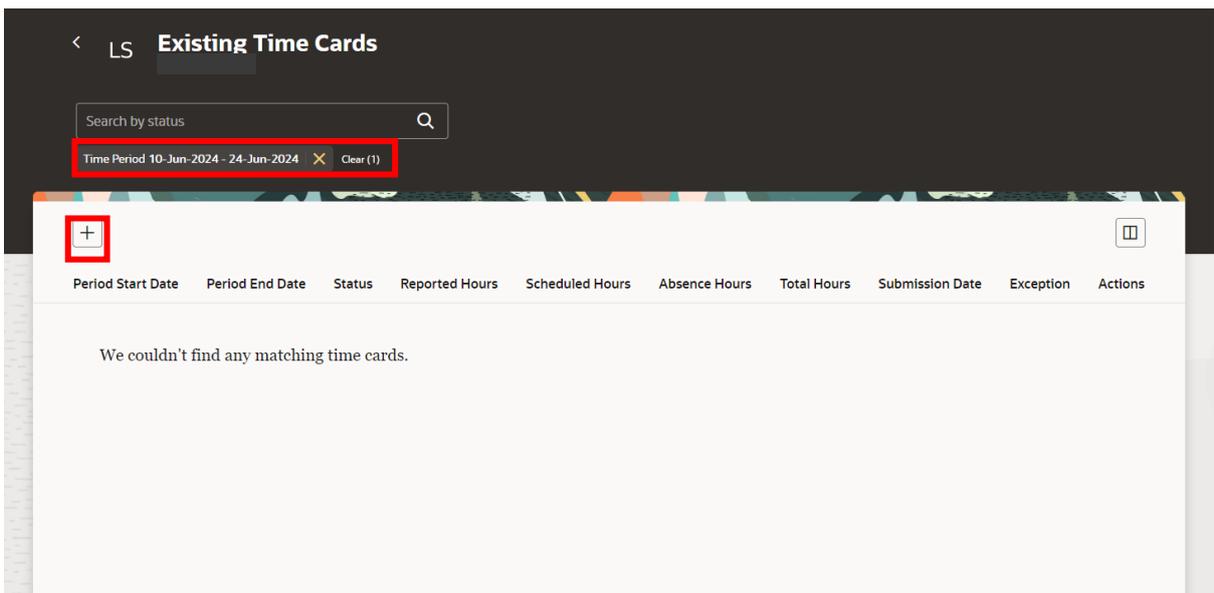
Submitting a timecard



On the home page, select “Me” then “Time and Absences” from the Apps.

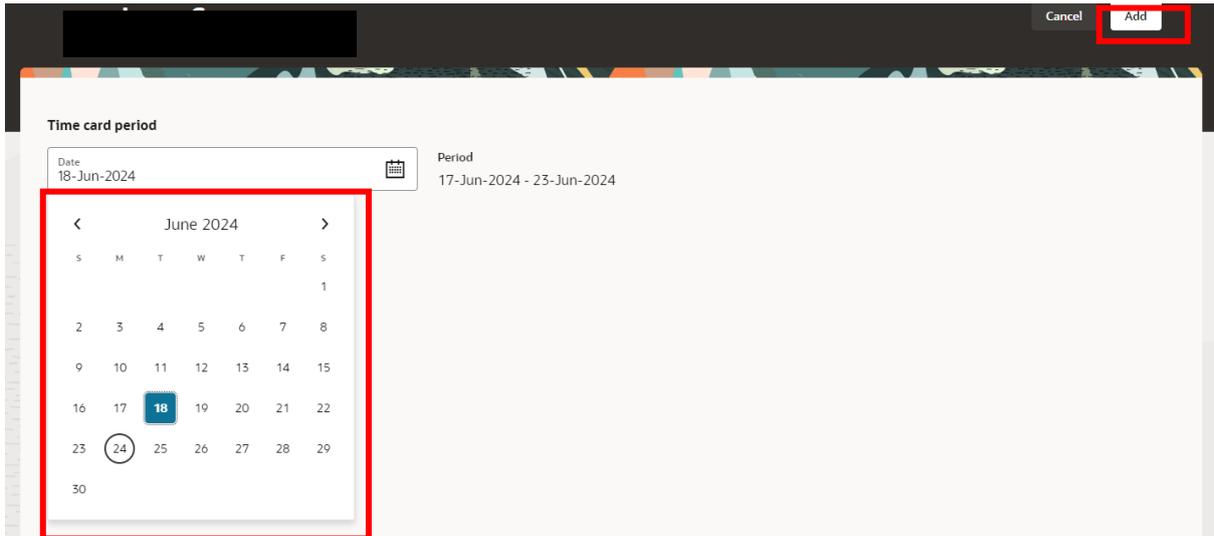


Select "Existing Timecards".



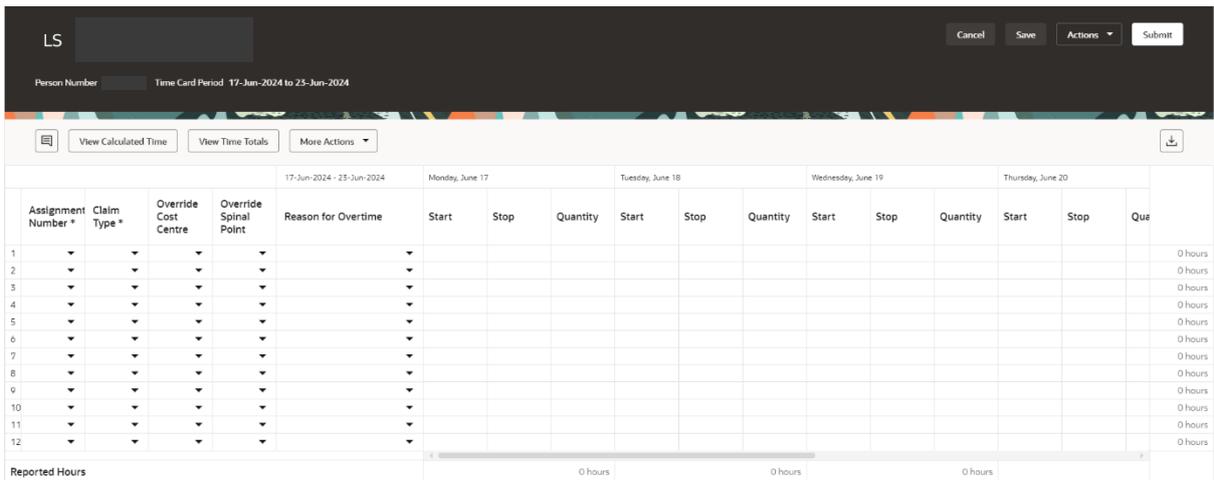
Within existing timecards, an automatic filter is in place to show existing timecards within the last 2 weeks. You can clear this filter to view previous timecards submitted out with this timescale or you can filter on the specified date period you are looking for.

To create a timecard, click on the "Add" (+) icon.



Choose the date you wish to claim for. Once you select the appropriate date, the timecard period will be displaying the full week: for example, the 18th June 2024 is selected, so the timecard period will show from 17-Jun-2024 to 23-Jun-2024.

Once you have chosen the timecard period, click “Add”.



The weekly timecard will be displayed as above.

Complete the necessary details by selecting values using the drop-down arrows –

Column Name	Description
Assignment Number	Choose the relevant assignment number you wish to claim for.
Claim Type	Choose from the drop-down list: overtime (plain time), overtime and a half, keeping in touch payment.
Override Cost Centre	Override cost centre field should be left blank and only used if the overtime worked was for a post with a different cost centre than your current post.
Override Spinal Point	Override spinal point should also be left blank and only used if the overtime was worked in a post with a different rate of pay than your current post.
Reason for Overtime	Select appropriate reason for overtime.

Select the dates relevant to that specific claim type and enter the number of hours worked by entering the start and end times. The system will calculate the number of hours in the quantity section, **please ensure** you review the hours auto populated and manually override if necessary to take unpaid breaks into account. Alternatively, you just can enter a specific value in quantity field (for example 7 hours).

Please Note - “Standby allowance” and “On Call Duties” are the two claim types which are entered as a cash value shown as “units” on the timecard. (For example, 150 units = £150)

The current standby and call out fees are detailed on the intranet.

To add another claim type, complete the fields in a new row.

Assignment Number *	Claim Type *	Override Cost Centre	Override Spinal Point	Reason for Overtime	17-Jun-2024 - 25-Jun-2024			Monday, June 17			Tuesday, June 18			Wednesday, June 19			Thursday, Jun		
					Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity			
1	E012 Overtime Plain			Additional Workload	2:00 PM	5:00 PM	3	1:00 PM	4:00 PM	3								6 hours	
2	E003 Overtime Time & Half			Holiday Cover			3											3 hours	
3	E336 On Call Duties			Call Out			150											150 units	
4																		0 hours	
5																		0 hours	
6																		0 hours	
7																		0 hours	

See above example of a completed timecard for time period 17-Jun-2024 to 23-Jun-2024.

Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Actions
17-Jun-2024	23-Jun-2024	Saved	9	35.00		9			...

Timecards should be submitted on a weekly basis for approval. The “save and close” button which can be found in the “actions” tab should be used until all entries for the week have been made.

The timecard will show as saved status in your existing timecard list.

Assignment Number *	Claim Type *	Override Cost Centre	Override Spinal Point	Reason for Overtime	17-Jun-2024 - 23-Jun-2024			Monday, June 17			Tuesday, June 18			Wednesday, June 19			Thursday, June 20		
					Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity			
1	E012 Overtime Plain			Additional Workload	2:00 PM	5:00 PM	3	1:00 PM	4:00 PM	3								6 hours	
2	E003 Overtime Time & Half			Holiday Cover			3											3 hours	
3	E536 On Call Duties			Call Out			150											150 units	
4																		0 hours	
5																		0 hours	
6																		0 hours	
7																		0 hours	

Once all entries have been entered for week you should submit your timecard to your line manager for approval.

Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Actions
17-Jun-2024	23-Jun-2024	Submitted	9	35.00		9	24-Jun-2024		...

Submitted timecards will show in your existing timecards list.

Once approved by your line manager the status will change to Approved.

See below each timecard status: –

- **Submitted:** The Timecard is submitted to your line manager but is yet to be approved.
- **Approved:** The Timecard has been approved by your line manager and is with payroll for processing.
- **Rejected:** The Timecard has been rejected by your Line Manager.
- **Saved:** The Timecard is partially completed but has not yet been submitted to your manager for approval.

Key Points to remember when submitting a timecard: –

- Timecards should be submitted on a weekly basis, at the end of the week to your line manager for approval.
- Future timecard entries **cannot** be made. The system will allow you to create the timecard for the future week however the system will not allow you to edit that timecard until the beginning of that week.
- Retrospective claims can be made up to 45 days prior to the current date. If you have a claim dating further back than this, you should speak to your manager.
- Please review your timecard entries carefully to make sure it is accurate prior to submitting to your line manager for approval and to ensure payment is processed in line with payroll processing deadlines.

Employees with multiple assignments: -

- Employees with multiple assignments will submit overtime for all their posts on the same timecard.
- Each entry will be identified by your assignment number and your line managers will only approve the entries relating to the post they manage.
- If one of your managers rejects an entry on the timecard, then the entire timecard for all your posts will be rejected and you will need to submit all overtime for all posts again.
- If an employee makes changes to an entry on a submitted/approved timecard for one assignment, both line managers will receive notification to approve, and both will need to action it even if the changes made only effects 1 of your assignments.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk.