

## **Entering Payments Via MyHR**

### **Employee View**

[To Add a Payment](#) (page 1)

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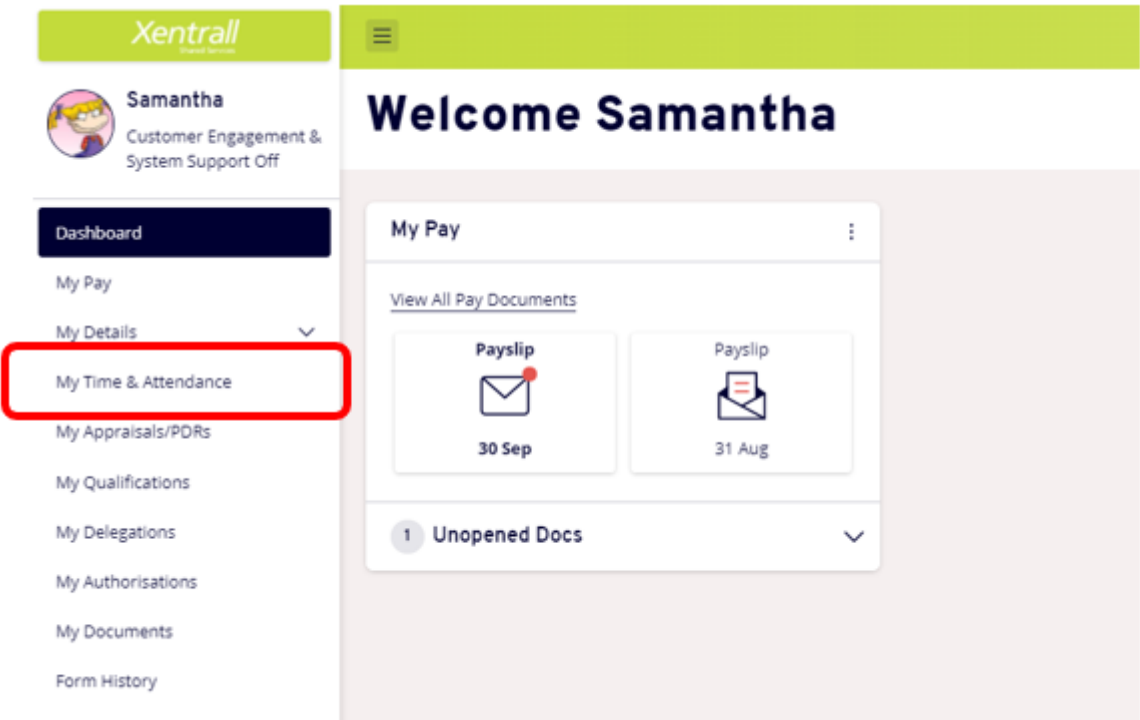
### **Deadlines:**

Please refer to the deadlines page under Time & Attendance, or check the MyHR website for the most up to date deadlines.

<https://www.xentrall.org.uk/media/1050/payment-deadlines-2022-2023.pdf>

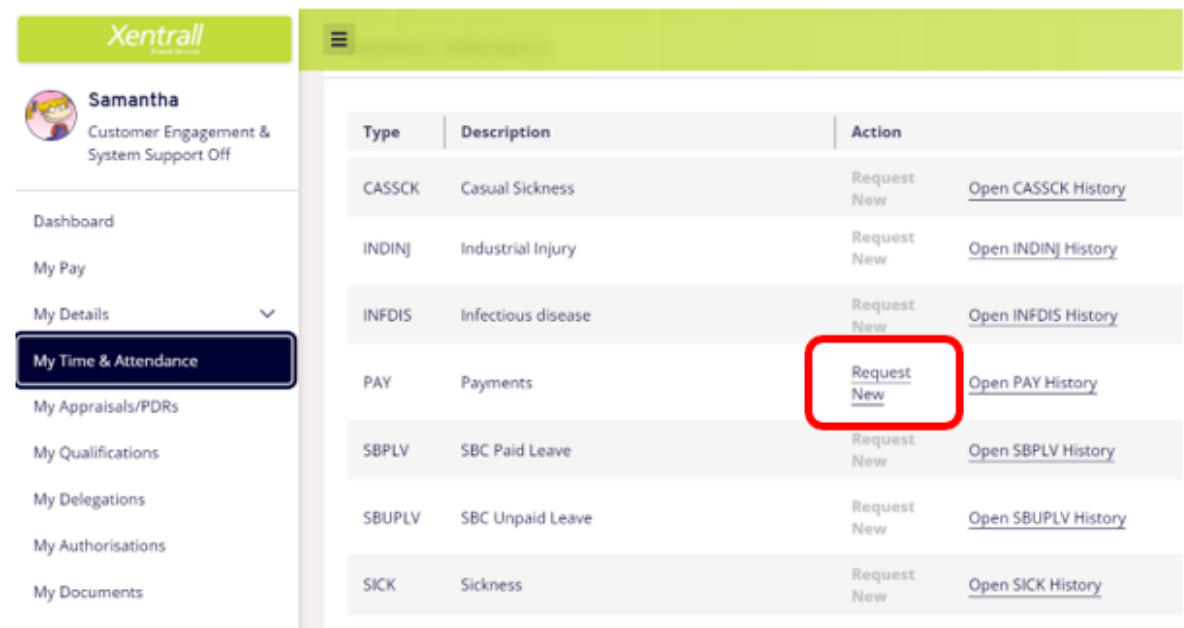
To Add a Payment

Click My Time & Attendance



Scroll to the bottom of the page

Click **Request New** on the **Payments** line



Select the appropriate Payment from the [Category](#) list

Complete the Comments, Date and Total Time.

If your overtime relates to a project with a specific budget, you can enter a new cost code here. Otherwise, your default cost code will be used (where your salary is paid from)

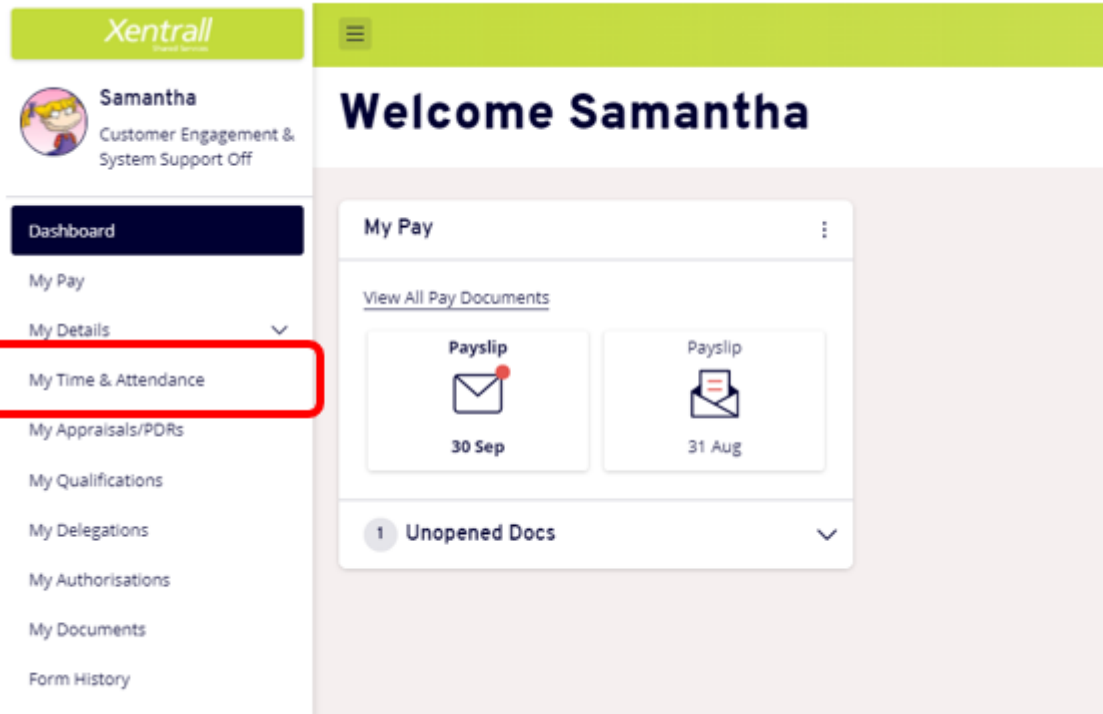
Click **SUBMIT** when complete.

Request will be sent to your manager for authorisation

You will be notified by email when your request has been authorised/rejected by your manager.

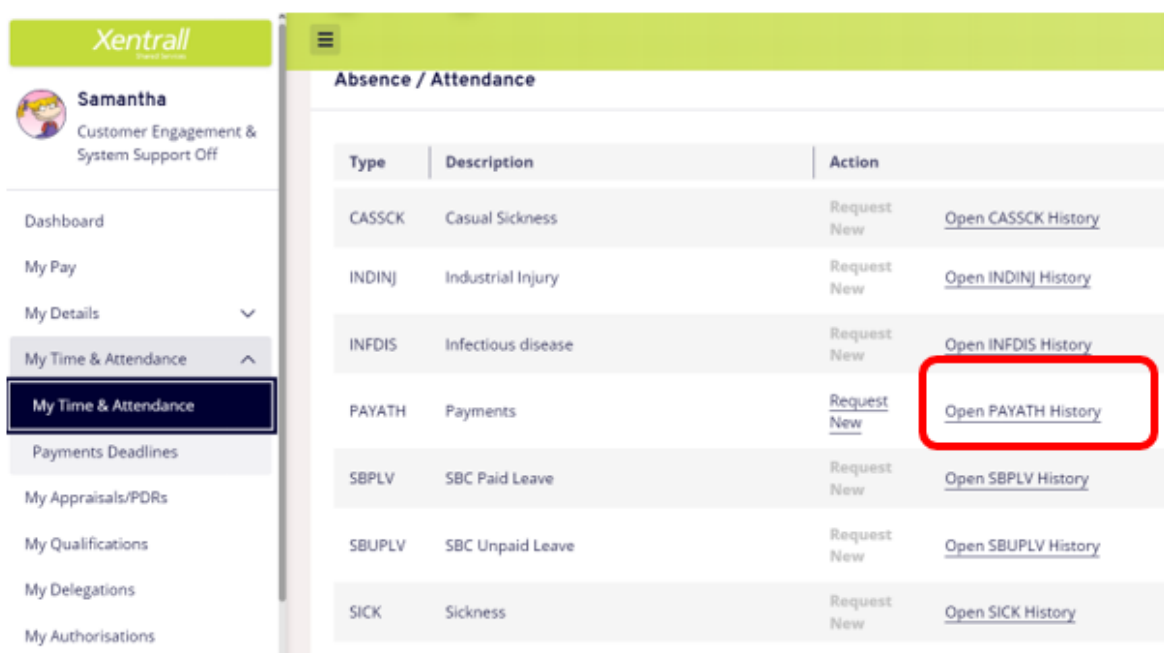
## To Edit a Payment

Click My Time & Attendance



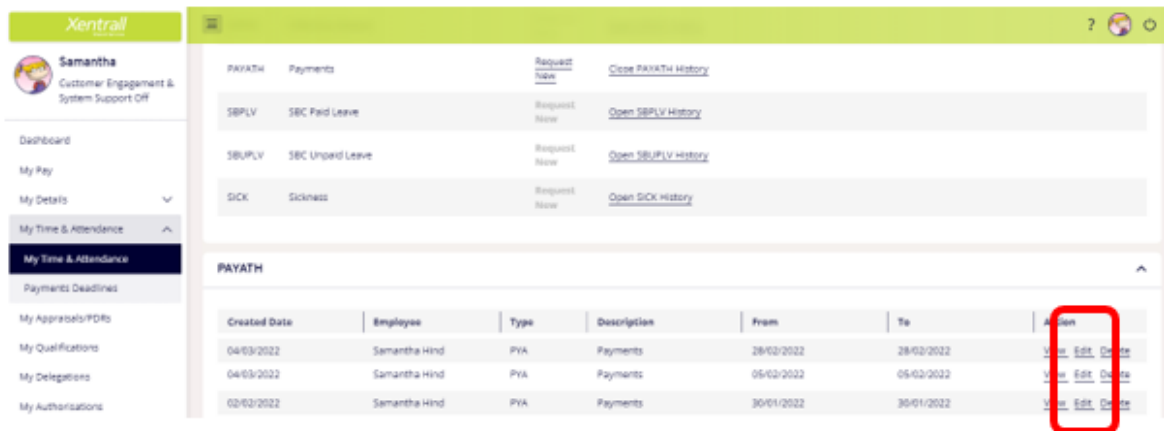
Scroll to the bottom of the page

Click **Open PAYATH History** on the **Payments** line



Scroll to the bottom of the page

Click **Edit** against the required Payment entry



This will open the Payment Entry screen

Update as required

**Edit Enter Payments of Hours Worked - Samantha Hind (0277929) - Customer Engagement & System Support Off (POS011639)**

The Time Management module enables employees, and managers on behalf of employees, to view and record absence and attendance records.

Previously Updated By Samantha Hind (0277929) on 04/03/2022

Type: Payments

Category: Overtime at plain time

Comments:

Date \*: 28/02/2022

Total Time \*: 6 hh, 0 mm, 6.00 hrs decimal

**Note:** All payment and / or lieu time for this extra attendance will be calculated automatically based on business policy. Enter **only** the actual hours of the extra attendance worked.

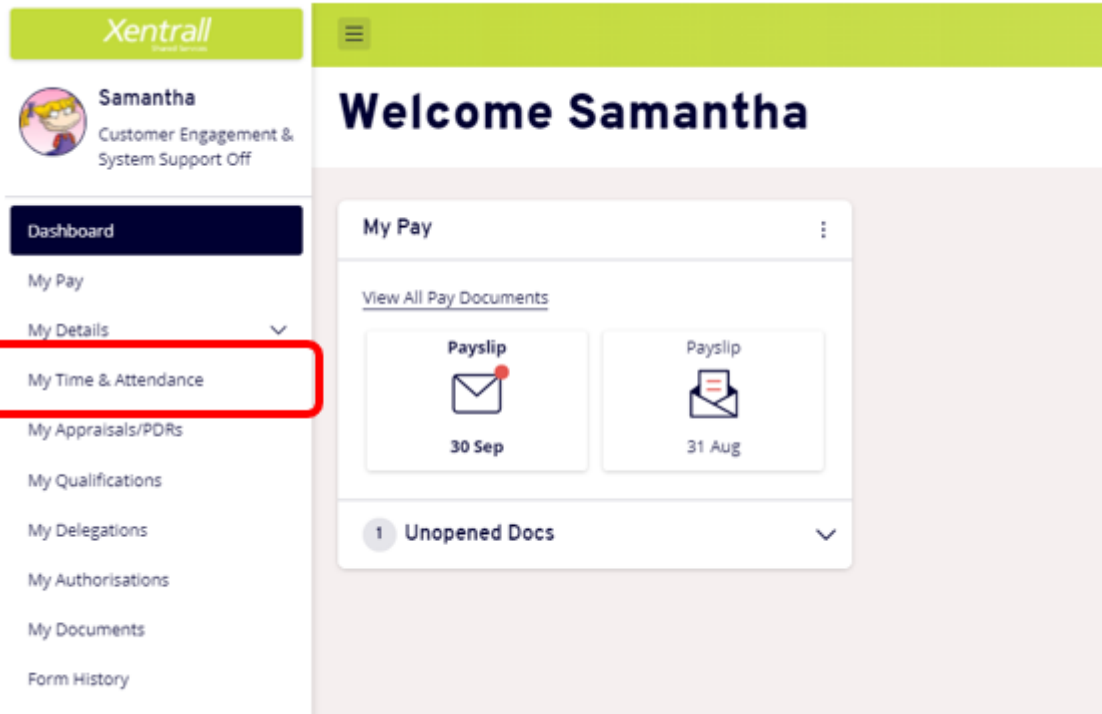
**Cancel Submit**

Click Submit

This will be sent to your manager for authorisation

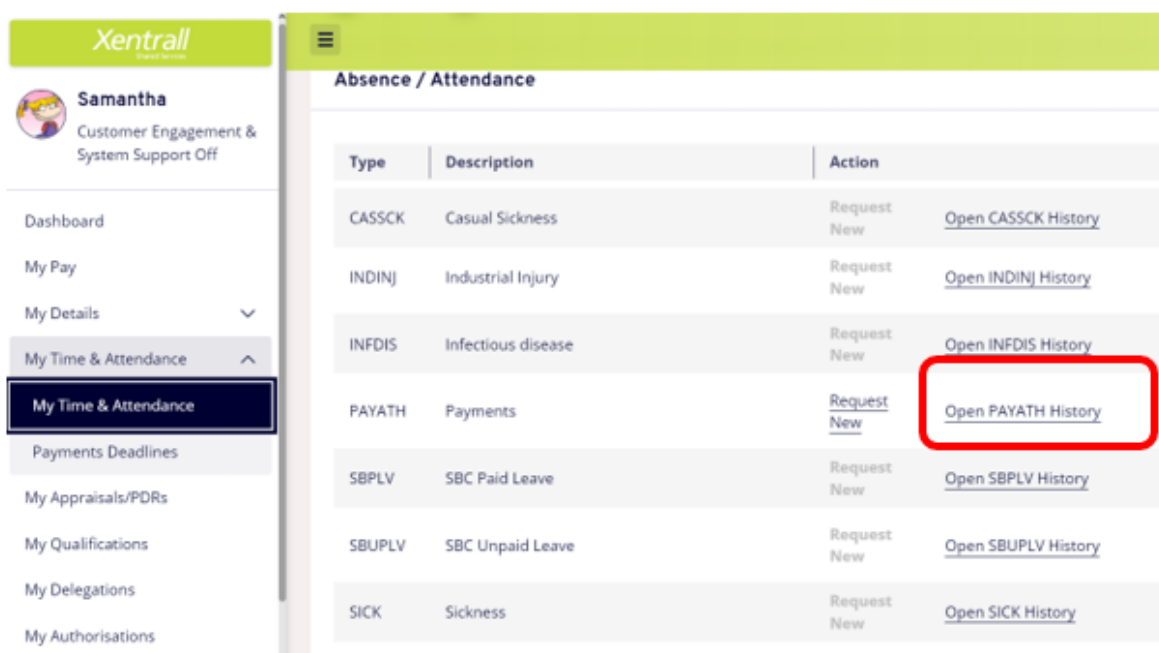
## To Delete a Payment

Click My Time & Attendance



Scroll to the bottom of the page

Click **Open PAYATH History** on the **Payments** line



This document was classified as: OFFICIAL

Scroll to the bottom of the page

Click **Delete** against the required Payment entry

Created Date	Employee	Type	Description	From	To	Action
04/03/2022	Samantha Hind	PVA	Payments	28/02/2022	28/02/2022	<a href="#">View</a> <a href="#">Delete</a>
04/03/2022	Samantha Hind	PVA	Payments	05/02/2022	05/02/2022	<a href="#">View</a> <a href="#">Delete</a>
02/02/2022	Samantha Hind	PVA	Payments	30/01/2022	30/01/2022	<a href="#">View</a> <a href="#">Delete</a>

This will open the Payment details

**Delete Enter Payments of Hours Worked - Samantha Hind (0277929) - Customer Engagement & System Support Off (POS011639)**

The Time Management module enables employees, and managers on behalf of employees, to view and record absence and attendance records.

**Previously Updated By** Samantha Hind (0277929) on 04/03/2022

**Type** Payments

**Category** Overtime at plain time

**Comments**

**Date** 28/02/2022

hh mm hrs decimal

**Total Time** 6 0 6.00

**Cancel** **Submit**

Click Submit

This will be sent to your manager for authorisation

## Payments Progress

You can keep track of your requests using **Forms History**

**Xentrall**  
People Service

Samantha  
Customer Engagement &  
System Support Off

Dashboard

My Pay

My Details

My Time & Attendance

My Appraisals/PDRs

My Qualifications

My Delegations

My Authorisations

My Documents

**Form History**

Dashboard / Form History

### Form History

Keyword Search: Enter keywords to search

Date From: dd/mm/yyyy

Date To: dd/mm/yyyy

Event Filter: Attainments, Employee Changes, Employee Photo, MyForms, Time Mgmt Absence, Time Mgmt Attendance

Status Filter: Authorised, Rejected, Submitted

Clear search Search

Results per page: 20

Showing 59 results

Description	Event	Status	Raised Date
Attendance (Add): MISS Samantha Hind, Payments (24/11/2021)	Time Mgmt Attendance	Submitted	11 Jan 2022
Hind, Samantha	Employee Changes	Authorised	8 Dec 2021
Hind, Samantha	Employee Changes	Authorised	8 Dec 2021

The main page will show an overview of what stage each request is at

Description	Event	Status	Raised Date
Attendance (Add): MISS Samantha Hind, Payments (24/11/2021)	Time Mgmt Attendance	Submitted	11 Jan 2022
Attendance (Add): MISS Samantha Hind, Payments (06/09/2021)	Time Mgmt Attendance	Rejected	2 Dec 2021
Attendance (Add): MISS Samantha Hind, Payments (31/10/2021)	Time Mgmt Attendance	Authorised	11 Nov 2021

Click the V to expand the line and view more detail

Description	Event	Status	Raised Date
Attendance (Add): MISS Samantha Hind, Payments (24/11/2021)	Time Mgmt Attendance	Submitted	11 Jan 2022
<b>Time Mgmt Attendance</b>	<b>Employee:</b> Samantha Hind <b>Form Number:</b> 0000101285 <b>Submitted By:</b> Samantha Hind <b>Submitted On:</b> 11 Jan 2022	<b>Action:</b> Add <b>Absence Type Description:</b> Payments <b>Absence Category:</b> Overtime at plain time <b>Start Date:</b> 24/11/2021 <b>Attendance Time:</b> 2.50	
<b>Authorisation Progress</b>	@ — @		



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Any requests set at Submitted, can be withdrawn.

Click the Description link

Description	Event	Status	Raised Date
<u>Attendance (Add): MISS Samantha Hind, Payments (24/11/2021)</u>	Time Mgmt Attendance	Submitted	11 Jan 2022

<b>Time Mgmt Attendance</b>	<b>Employee:</b> Samantha Hind <b>Form Number:</b> 0000101285 <b>Submitted By:</b> Samantha Hind <b>Submitted On:</b> 11 Jan 2022	<b>Action:</b> Add <b>Absence Type Description:</b> Payments <b>Absence Category:</b> Overtime at plain time <b>Start Date:</b> 24/11/2021 <b>Attendance Time:</b> 2.50
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Authorisation Progress

This will open a view only version of your request

Click withdraw to delete the request

**Xentrall**

**Samantha**  
Customer Engagement & System Support Off

Dashboard

My Pay

My Details

My Time & Attendance

My Appraisals/PDRs

My Qualifications

My Delegations

My Authorisations

My Documents

**Form History**

Dashboard / Form History / Time Mgmt Attendance

## Create Enter Payments Or Hours Worked - Samantha Hind (0277929) - Customer Engagement & System Support Off (POS011639)

The Time Management module enables employees, and managers on behalf of employees, to view and record absence and attendance records.

**Type** Payments

**Comments** Restructure

**Date** 24/11/2021

**Total Time**  
hh mm hrs decimal  
2 30 2.50

**Cost Centre**

**Withdraw**

For help and support using MyHR, please contact the System Support Team on –  
Email: [myhr@xentrall.org.uk](mailto:myhr@xentrall.org.uk) / Tel: 01642 524567