

Entering Payments Via MyHR

Employee View

To Add a Payment (page 1)

To Edit a Payment (page 3)

To Delete a Payment (page 5)

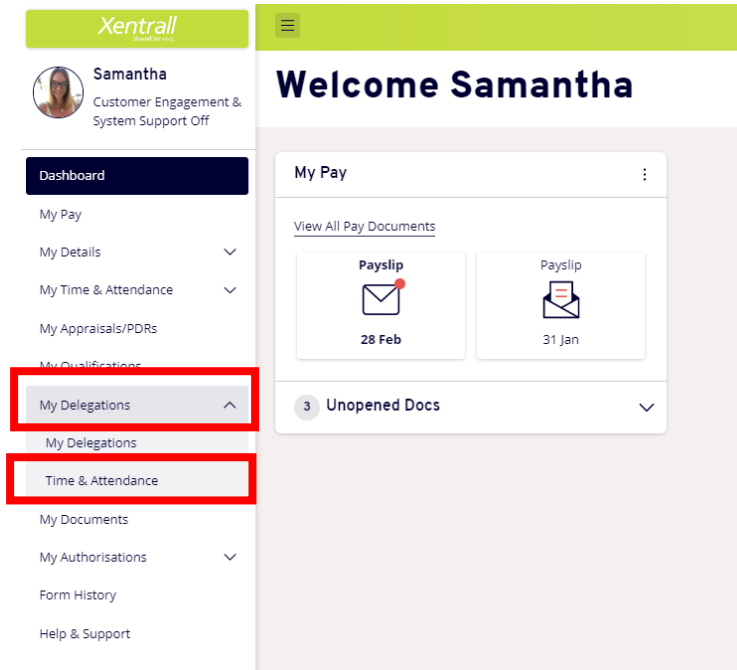
Deadlines:

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/1062/payment-deadlines-2023-2024.pdf>

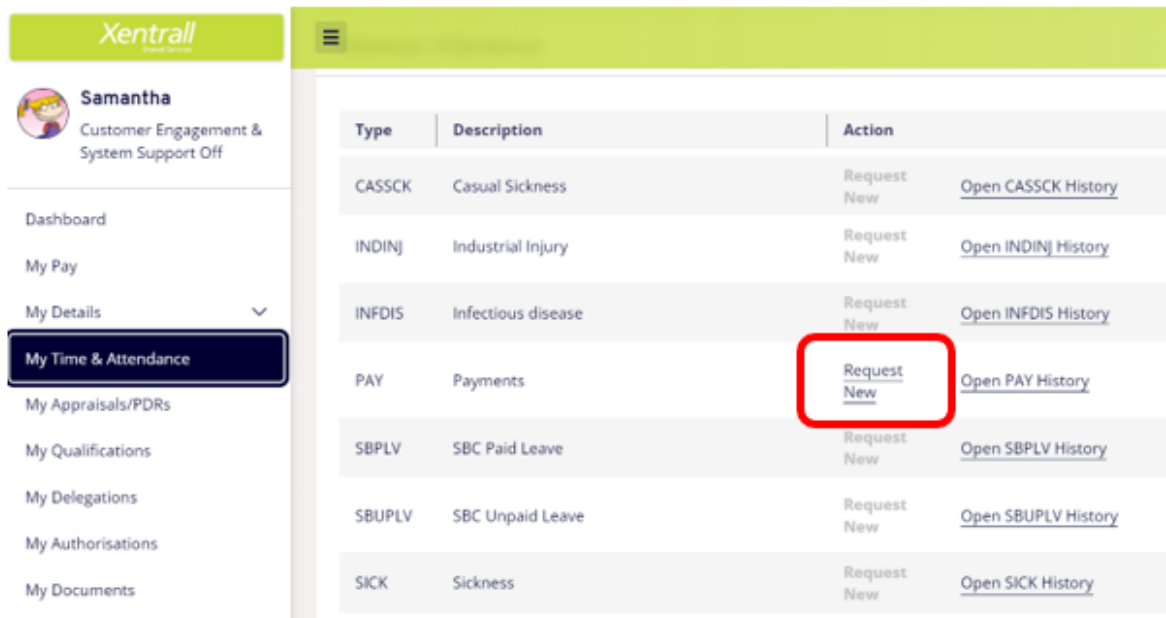
To Add a Payment

*Click My Delegations



*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.

Xentrail

Samantha
Customer Engagement & System Support Off

Dashboard
My Pay
My Details
My Time & Attendance
My Appraisals/PDIs
My Qualifications
My Delegations
My Authorisations
My Documents
Form History

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 (Authorised)

Category: --Select--

Comments:

Date:

Total Time *
hh mm hrs decimal
 0.00

Note
All payment and / or lieg 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

*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)

Type: Payments (Authorised)

Category: ICT 24 Hour Standby

Comments:

Date:

Total Time *
hh mm hrs decimal
 0.00

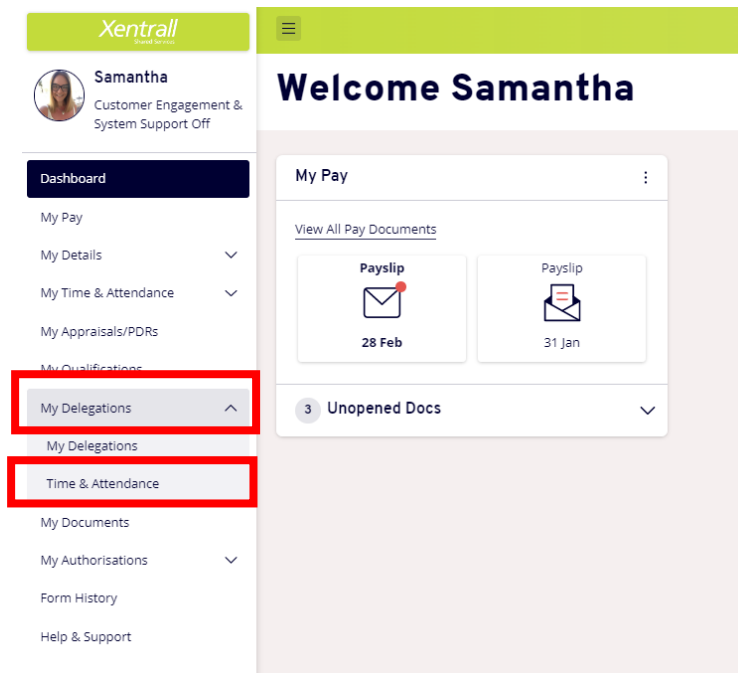
Do you want to charge to a different cost centre? Yes No

*Click **SUBMIT** when complete.

Request will be sent to the nominated person for authorisation

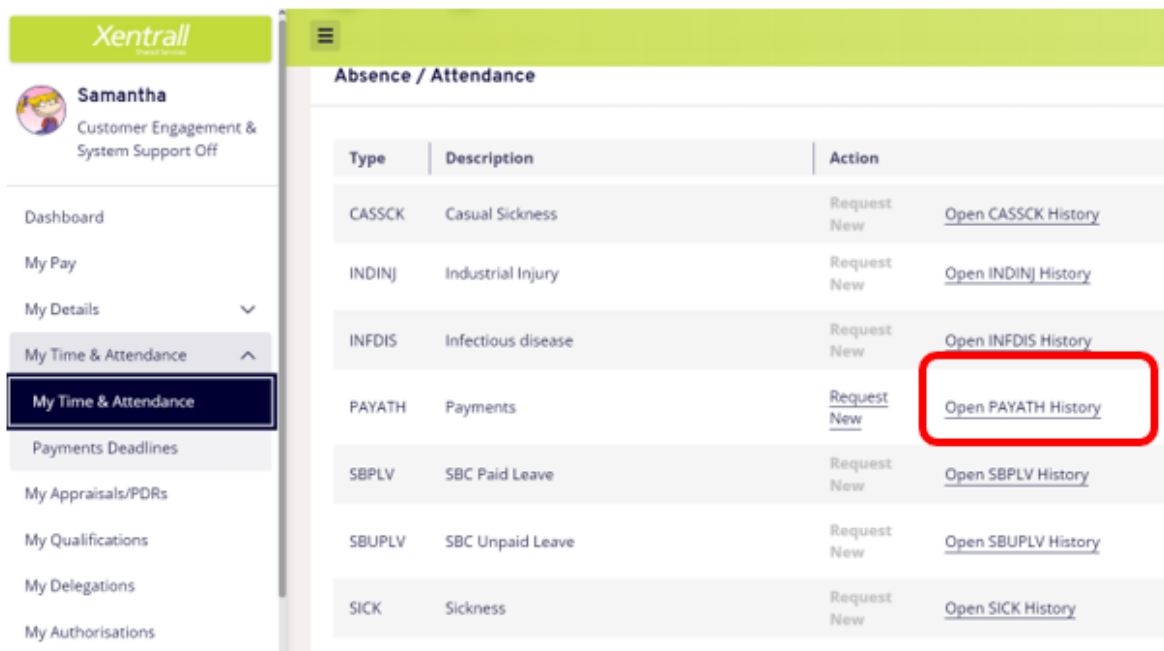
To Edit a Payment

*Click My Delegations



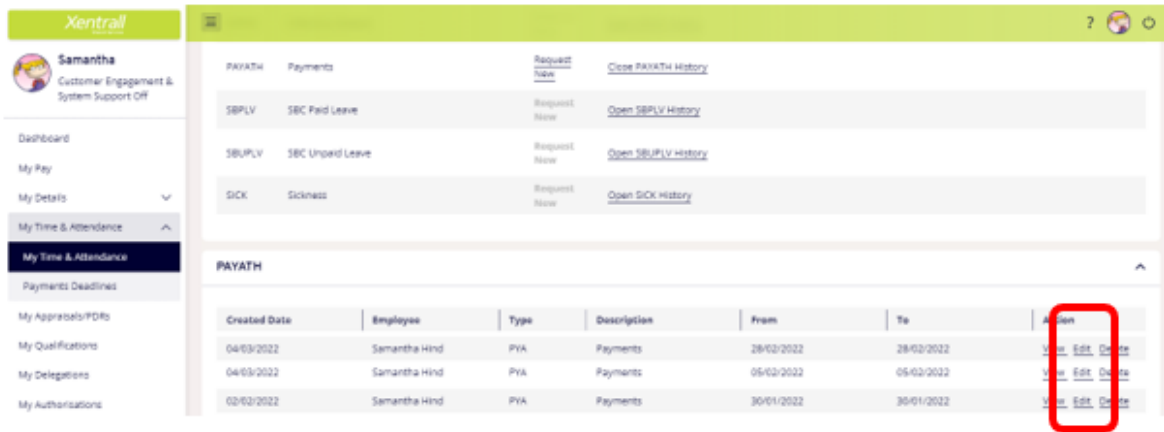
*Scroll to the bottom of the page

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



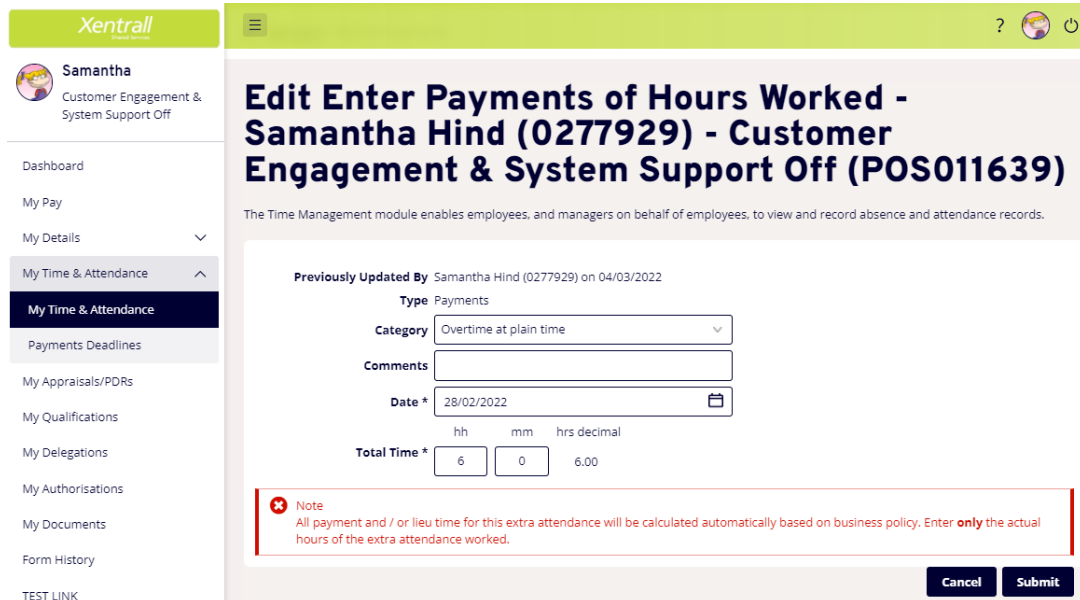
*Scroll to the bottom of the page

*Click **Edit** against the required Payment entry



*This will open the Payment Entry screen

*Update as required

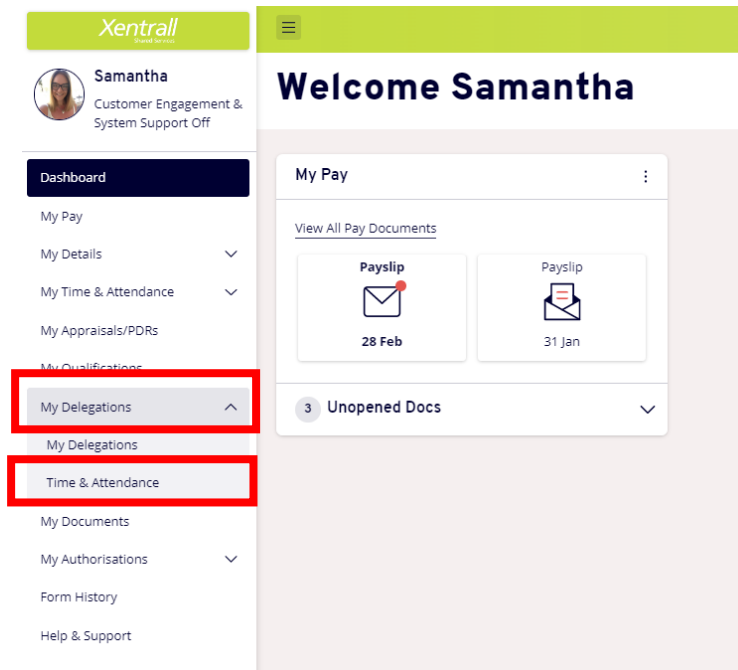


*Click Submit

*Request will be sent to the nominated person for authorisation

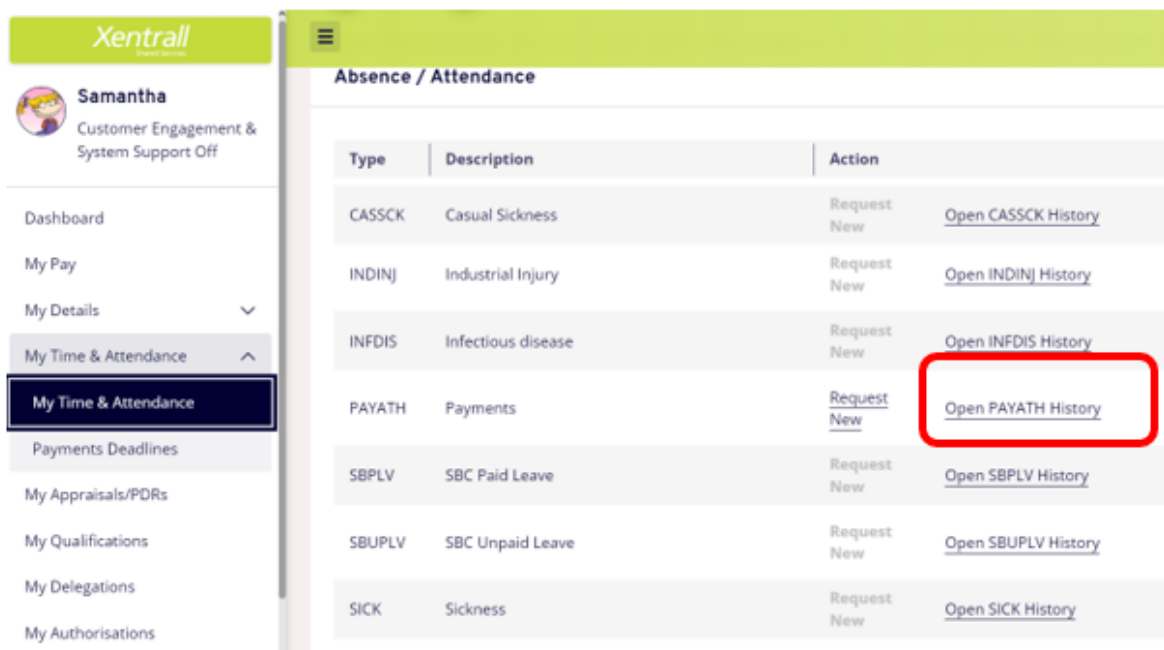
To Delete a Payment

*Click My Delegations



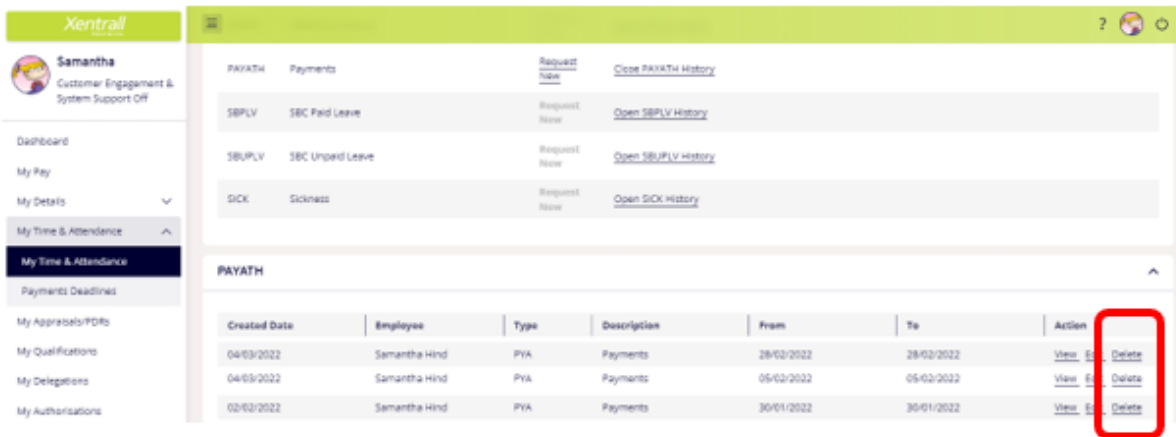
*Scroll to the bottom of the page

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

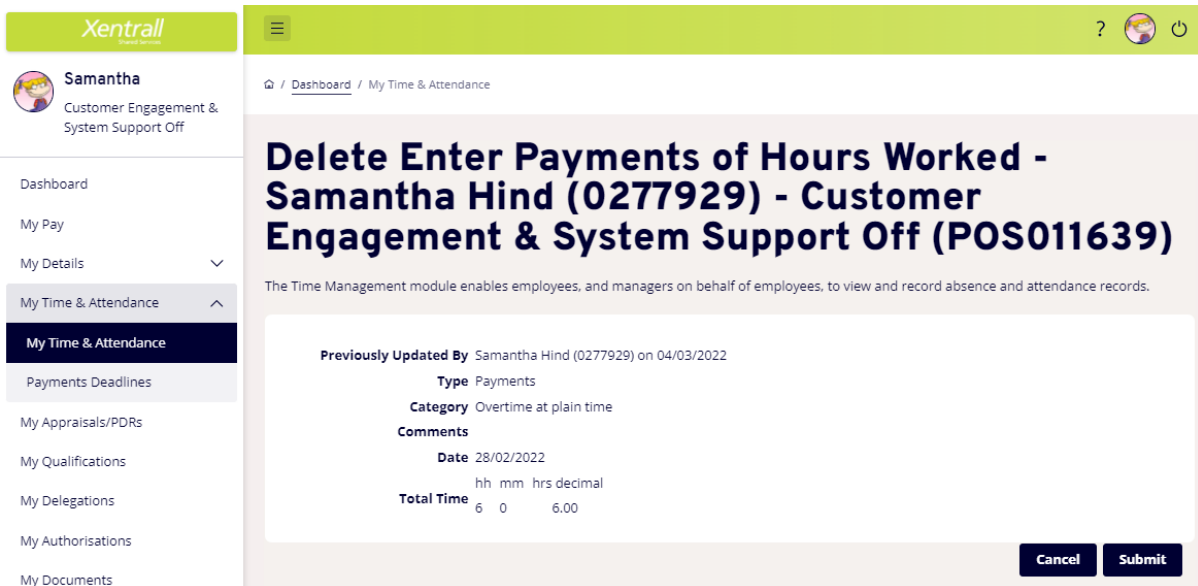


*Scroll to the bottom of the page

*Click **Delete** against the required Payment entry



*This will open the Payment details



*Click Submit

*Request will be sent to the nominated person for authorisation

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