# **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

\*Click My Delegations

#### Ξ Samantha **Welcome Samantha** Customer Engagement & System Support Off My Pay ÷ Dashboard My Pay View All Pay Documents My Details $\sim$ Payslip Payslip My Time & Attendance $\sim$ $\square$ My Appraisals/PDRs 28 Feb 31 Jan My Delegations ^ 3 Unopened Docs $\sim$ My Delegations Time & Attendance My Documents My Authorisations $\sim$ Form History Help & Support

### To Add a Payment

\*Scroll to the bottom of the page

# \*Click Request New on the Payments line

Xentrall	ΞΞ		
Samantha Customer Engagement &	Type Description	Action	
system support on	CASSCK Casual Sicknes	s Request New	Open CASSCK History
Dashboard My Pay	INDINJ Industrial Inju	Y Request New	Open INDINJ History
My Details V	INFDIS Infectious dise	ase Request New	Open INFDIS History
My Time & Attendance My Appraisals/PDRs	PAY Payments	Request New	Open PAY History
My Qualifications	SBPLV SBC Paid Leave	Request New	Open SBPLV History
My Delegations	SBUPLV SBC Unpaid Le	ave Request	Open SBUPLV History
My Documents	SICK Sickness	Request New	Open SICK History

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- \*Select the appropriate Payment from the Category list
- \*Complete the Comments, Date and Total Time.

Xentrall	≅ ? <b>⊘</b> o
Samantha Customer Engagement & System Support Off	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.
Dashboard	Type Promente (Authorized)
My Pzy	Category -Select-
My Details 🗸 🗸	Comments
My Time & Attendance	Date *
My Appraisais/PDRs	
My Qualifications	hh mm hrs decimal
My Delegations	
My Authorisations	
My Documents	
Form History	Note All psyment and / or lieu time for this extra attendance will be calculated automatically based on business policy. Enter <b>only</b> 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)

Туре	Payments (Authorised)
Category	ICT 24 Hour Standby
Comments	
Date *	Ë
Total Time *	hh mm hrs decimal
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

#### Ξ Samantha **Welcome Samantha** Customer Engagement & System Support Off My Pay ÷ Dashboard My Pay View All Pay Documents My Details $\sim$ Payslip Payslip My Time & Attendance $\sim$ $\square$ My Appraisals/PDRs 28 Feb 31 Jan 3 Unopened Docs My Delegations ^ $\sim$ My Delegations Time & Attendance My Documents My Authorisations $\sim$ Form History Help & Support

### To Edit a Payment

\*Click My Delegations

#### \*Scroll to the bottom of the page

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

Xentrall						
Constant Samantha	Absence / Attendance					
System Support Off	Туре	Description	Action			
Dashboard	CASSCK	Casual Sickness	Request New	Open CASSCK History		
My Pay	INDINJ	Industrial Injury	Request New	Open INDINJ History		
My Details V My Time & Attendance	INFDIS	Infectious disease	Request New	Open INFDIS History		
My Time & Attendance	PAYATH	Payments	Request New	Open PAYATH History		
Payments Deadlines My Appraisals/PDRs	SBPLV	SBC Paid Leave	Request New	Open SBPLV History		
My Qualifications	SBUPLV	SBC Unpaid Leave	Request New	Open SBUPLV History		
My Delegations My Authorisations	SICK	Sickness	Request New	Open SICK History		

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\*Click Edit against the required Payment entry

Xentrall	×						? 😴 🤇
Samantha Cuctomer Engagement &	РАУАТН Раута	nta	Request	Close RAUKTH History			
System Support Off	SBPLV SBC Pa	id Leave	Boquest New	Open SBPLV History			
Dashboard My Rey	SBUPLY SBC U	paid Leave	Request. New	Open SBUPLV History			
Ny Details 🗸 🗸	SICK Sickne		Request. Now	Open SICK History			
My Time & Attendance							
My Time & Attendance	PAYATH						^
Payments Deadlines							
My Appreisels/PDRs	Created Date	Employae	Туре	Description	From	To	Alien
My Qualifications	04/03/2022	Samantha Hind	PYA	Payments	28/02/2022	28/02/2022	Y w. Edit. De te
My Delegations	04/03/2022	Samantha Hind	PYA	Payments	05/02/2022	05/02/2022	V w Edit De te
My Authorizations	02/02/2022	Samantha Hind	PYA	Payments	30/01/2022	30/01/2022	Y w Edit De te

- \*This will open the Payment Entry screen
- \*Update as required

Xentrall News lotter	😑 ార్ లి
Samantha Customer Engagement & System Support Off	Edit Enter Payments of Hours Worked - Samantha Hind (0277929) - Customer
Dashboard	Engagement & System Support Off (POS011639)
My Pay	The Time Management module enables employees, and managers on behalf of employees, to view and record absence and attendance records.
My Details 🗸 🗸	
My Time & Attendance 🔨 🔨	Previously Updated By Samantha Hind (0277929) on 04/03/2022
My Time & Attendance	Type Payments
Payments Deadlines	Category Overtime at plain time
My Appraisals/PDRs	Comments
My Qualifications	Date * 28/02/2022
My Qualifications	hh mm hrs decimal
My Delegations	Total Time * 6 0 6.00
My Authorisations	
My Documents	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.
Form History	
TEST LINK	Cancel Submit

### \*Click Submit

\*Request will be sent to the nominated person for authorisation

# To Delete a Payment

## \*Click My Delegations

Xentrall Start Stores	Ξ				
Samantha Customer Engagement System Support Off	Welcome S	Welcome Samantha			
Dashboard	My Pay	:			
My Pay	View All Pay Documents				
My Details	Payslip	Payslip			
My Time & Attendance					
My Appraisals/PDRs	28 Feb	31 Ian			
My Qualifications					
My Delegations	3 Unopened Docs	~			
My Delegations					
Time & Attendance					
My Documents					
My Authorisations	/				
Form History					
Help & Support					

\*Scroll to the bottom of the page

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

Xentrall	Ξ						
Samantha	Absence / Attendance						
System Support Off	Type Description	Action					
Dashboard	CASSCK Casual Sicknes	s Request	Open CASSCK History				
My Pay	INDINJ Industrial Inju	y Request New	Open INDINJ History				
My Details V My Time & Attendance	INFDIS Infectious dise	Request New	Open INFDIS History				
My Time & Attendance	PAYATH Payments	Request New	Open PAYATH History				
Payments Deadlines My Appraisals/PDRs	SBPLV SBC Paid Leav	Request New	Open SBPLV History				
My Qualifications	SBUPLV SBC Unpaid Le	ave Request New	Open SBUPLV History				
My Delegations My Authorisations	SICK Sickness	Request New	Open SICK History				

## \*Scroll to the bottom of the page

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

Xentrall	<b>H</b>							? 😴 🤇
Samantha Customer Engagement &	PAYATH	Payments		Request New	Close RROATH History			
System Support Off	SEPLV	SBC Paid Leave		Boquest New	Open SBPLV History			
Deshboard My Rey	SBUPLY	SBC Unpeid Lee	ve	Request New	Open SBUPLV History			
My Details 🗸 🗸	SICK	Sickness		Request. New	Open SICK History			
My Time & Attendance								
My Time & Attendance	PAYATH							^
Payments Deadlines								
My Appraisals/PDRs	Created D	ate	Employee	Type	Description	From	Te	Action
My Qualifications	04/03/202	2	Samantha Hind	PYA	Payments	28/02/2022	28/02/2022	View Er Delete
My Delegations	04/03/202	2	Samantha Hind	PYA	Payments	05/02/2022	05/02/2022	View Et Delete
My Authorizations	02/02/202	2	Samantha Hind	PYA.	Payments	30/01/2022	36/01/2022	View Ec Delete

### \*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: <u>myhr@xentrall.org.uk</u> / Tel: 01642 524567