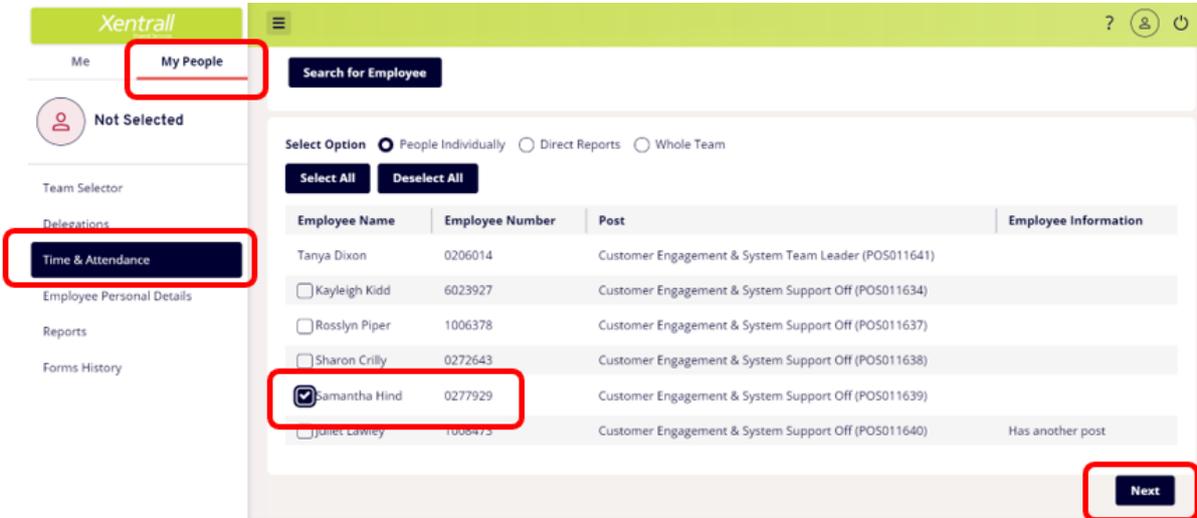
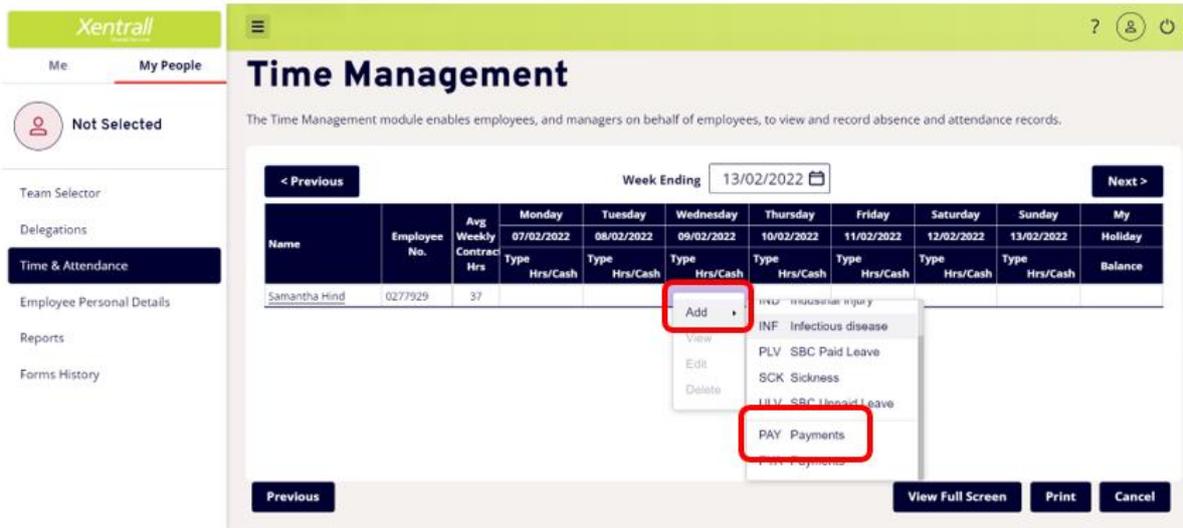


Payments – Manager Input

- Select the My People tab in MyHR
- Select “Time and Attendance”
- Tick the employee you need to enter payment details for and then click “Next”



- Navigate to the date you want to enter a Payment for,
 - o use the Navigation buttons to locate the required date.
- Right click in the required date
- Select Payments



The following page will then display.

- Select the relevant payment type from the Category list.
- Add a comment if required
- Enter the date the payment was earned
- Enter the total time
- All payments will be automatically paid against the employees main payroll cost code. You can alter the cost code by clicking Yes to “Do you want to charge to a different cost centre?”
- Click Submit when complete

The screenshot shows the Xentrall system interface. The header includes the Xentrall logo and navigation icons. The main content area is titled "Create Enter Payments of Hours Worked - Samantha Hind (0277929) - Customer Engagement & System Support Off (POS011639)". Below the title, there is a description: "The Time Management module enables employees, and managers on behalf of employees, to view and record absence and attendance records." The form contains the following fields:

- Type:** Payments
- Category:** Overtime at plain time (dropdown menu)
- Comments:** pack checking (text input)
- Date *:** 09/02/2022 (calendar icon)
- Total Time *:** hh: 2, mm: 30, hrs decimal: 2.50

Below the form, there is a question: "Do you want to charge to a different cost centre?" with radio buttons for Yes and No (selected).

A red note box contains the following text: "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."

At the bottom right, there are "Cancel" and "Submit" buttons.

IMPORTANT:

- Although the Total Time specifies Hours & Minutes, if you have selected a **Daily Rate** payment, use the Total Time as **Units**.
 - o To enter 1 Day, you would enter 1 hour 0 minutes

Deadlines:

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

[User Guides - Xentrall Shared Services](#)