

Entering Payments Via MyHR

Employee View

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

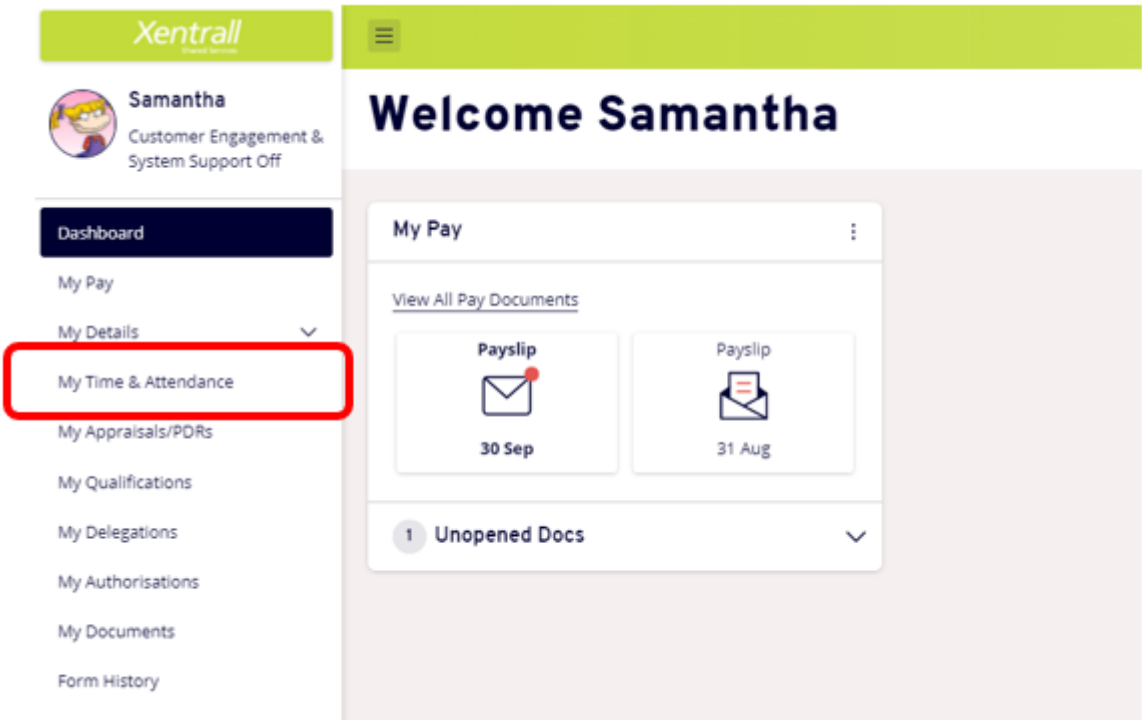
[To Edit a Payment](#) (page 3)

[To Delete a Payment](#) (page 5)

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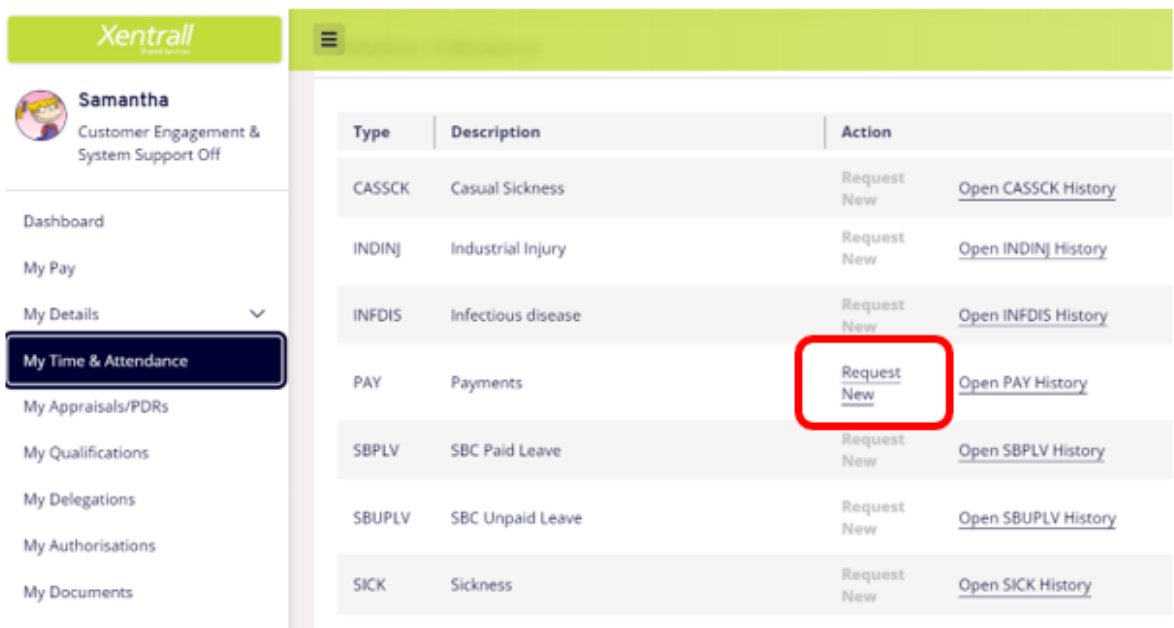
To Add a Payment

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

Note: if you are unsure which category to select, please contact your manager or Payroll for advice. Selecting the wrong category could result in your payment being delayed.

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 *

hh mm hrs decimal
Total Time * 0.00

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

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 *

hh mm hrs decimal
Total Time * 0.00

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

Click **SUBMIT** when complete.

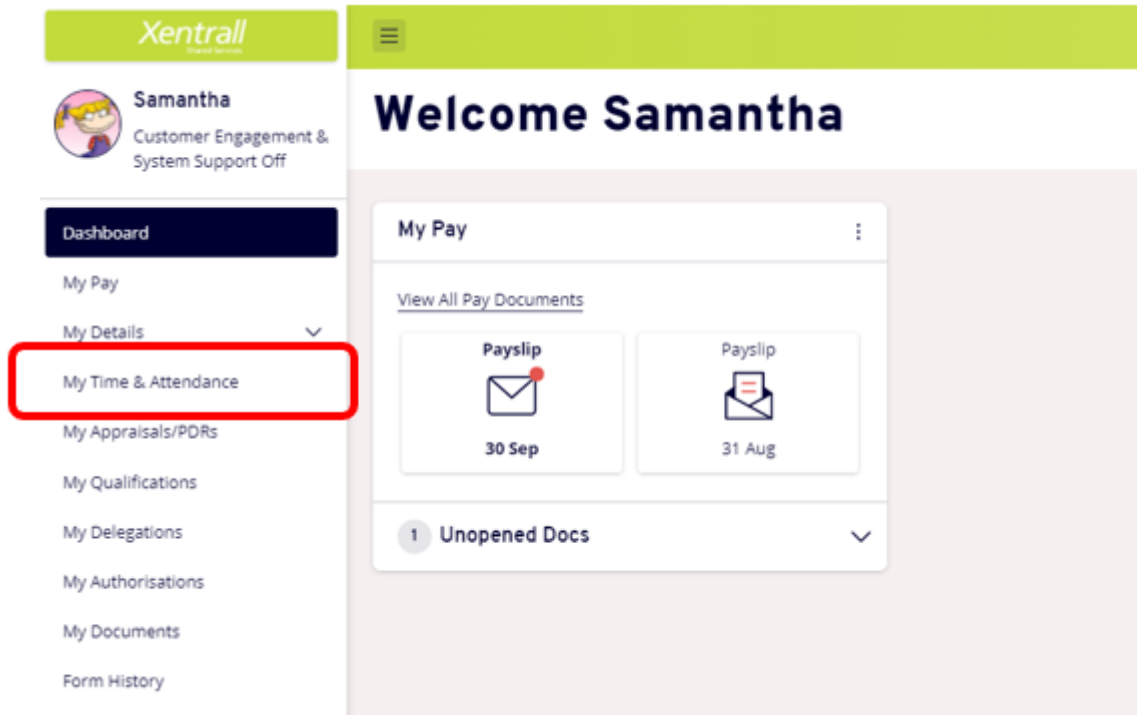
Request will be sent to your manager for authorisation

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

Input deadlines: please refer to the Payment Deadlines document below My Time & Attendance

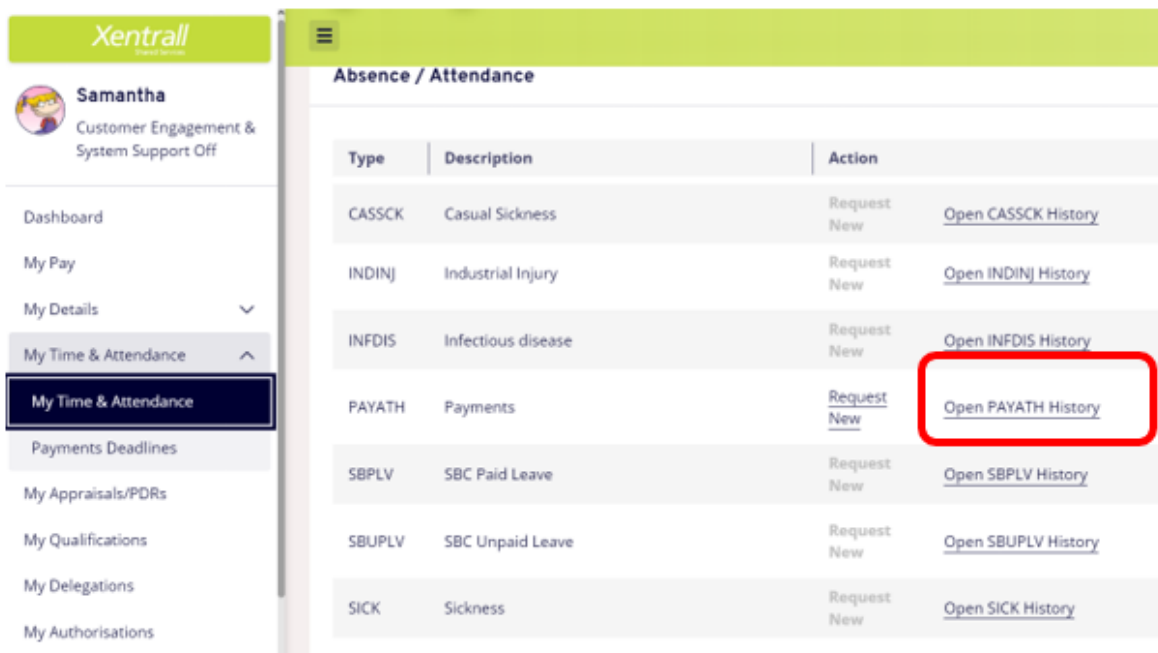
To Edit a Payment

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 **Edit** against the required Payment entry

The screenshot shows the Xentrall dashboard for user Samantha. The left sidebar contains navigation links: Dashboard, My Pay, My Details, My Time & Attendance (selected), Payments Deadlines, My Appraisals/PDRs, My Qualifications, My Delegations, and My Authorisations. The main content area displays a table of payments:

Created Date	Employee	Type	Description	From	To	Action
04/03/2022	Samantha Hind	PVA	Payments	28/02/2022	28/02/2022	View Edit Create
04/03/2022	Samantha Hind	PVA	Payments	05/02/2022	05/02/2022	View Edit Create
02/02/2022	Samantha Hind	PVA	Payments	30/01/2022	30/01/2022	View Edit Create

The 'Edit' link for the entry dated 02/02/2022 is highlighted with a red box.

This will open the Payment Entry screen

Update as required

The screenshot shows the 'Edit Enter Payments of Hours Worked' screen for Samantha Hind (0277929) - Customer Engagement & System Support Off (POS011639). The form includes the following fields:

- Previously Updated By:** Samantha Hind (0277929) on 04/03/2022
- Type:** Payments
- Category:** Overtime at plain time
- Comments:** (empty text box)
- Date *:** 28/02/2022
- Total Time *:** 6 hours, 0 minutes, 6.00 decimal

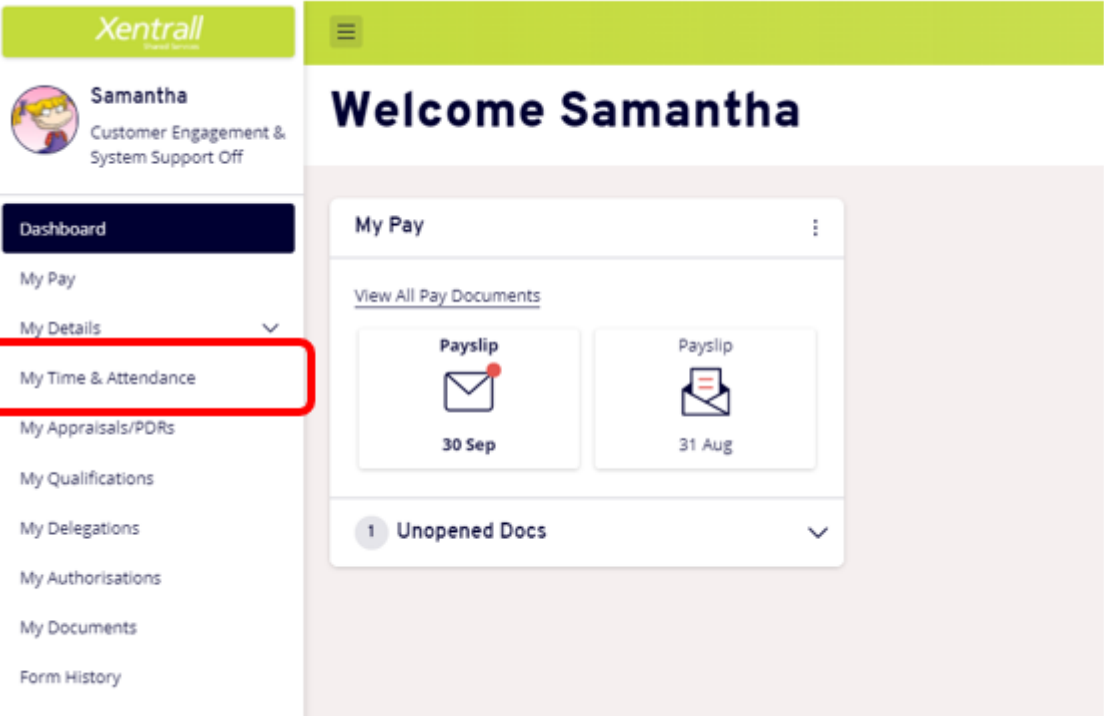
A note at the bottom states: "All payment and / or lieu time for this extra attendance will be calculated automatically based on business policy. Enter only the actual hours of the extra attendance worked." The 'Submit' button is highlighted.

Click Submit

This will be sent to your manager for authorisation

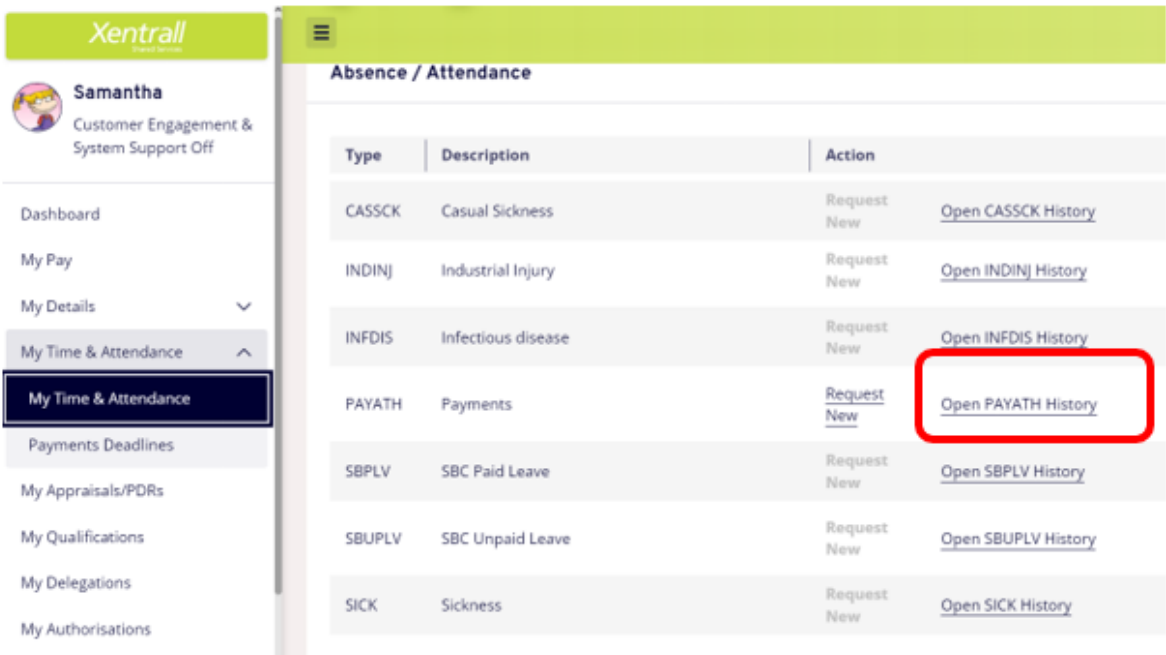
To Delete a Payment

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	View Delete
04/03/2022	Samantha Hind	PVA	Payments	05/02/2022	05/02/2022	View Delete
02/02/2022	Samantha Hind	PVA	Payments	30/01/2022	30/01/2022	View Delete

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

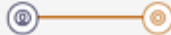
Click the V to expand the line and view more detail

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

This document was classified as: OFFICIAL

Any requests set at **Submitted**, can be **withdrawn**.

Click the Description link

Description	Event	Status	Raised Date
Attendance (Add): MISS Samantha Hind, Payments (24/11/2021)	Time Mgmt Attendance	Submitted	11 Jan 2022
Time Mgmt Attendance	Employee: Samantha Hind Form Number: 0000101285 Submitted By: Samantha Hind Submitted On: 11 Jan 2022	Action: Add Absence Type Description: Payments Absence Category: Overtime at plain time Start Date: 24/11/2021 Attendance Time: 2.50	
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
Tel: 01642 524567