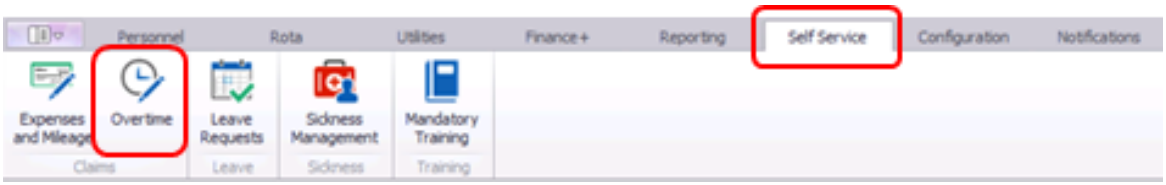
BrisDoc Patient care by people who care

RotaMaster Managers Guide - Overtime

Overtime can be processed and will be added to the staff members timesheet ready for payroll.

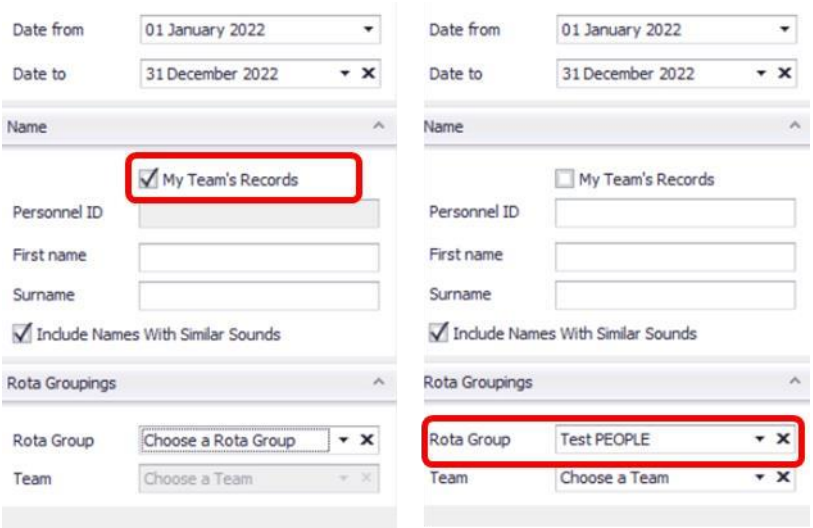
If the timesheets have already been printed for the period where the staff member is claiming overtime then this will need to be processed as a 'Late overtime request', please see the section on late overtime for guidance on how to process.

To approve/decline Overtime claims, go to **Self-Service > Overtime.**

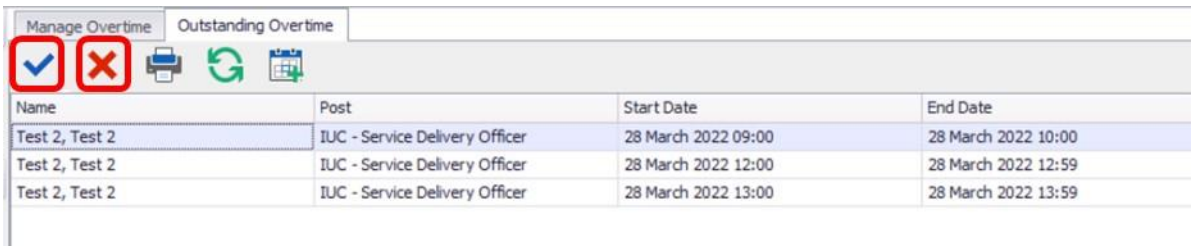


By default the screen will show all outstanding Overtime claims across all Rota Groups you have access to.

You can either tick 'My Team's Records' or select the Rota Group (People).

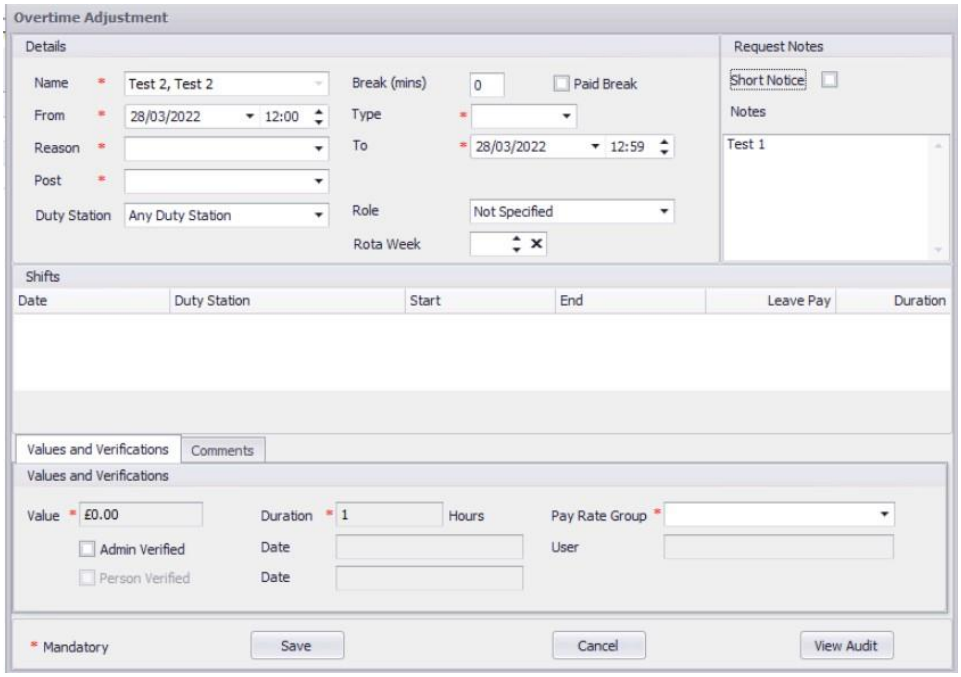


Claims can be approved/declined by clicking the on the claim and then clicking either the blue tick (approve) or the red cross (decline).



Approving Overtime

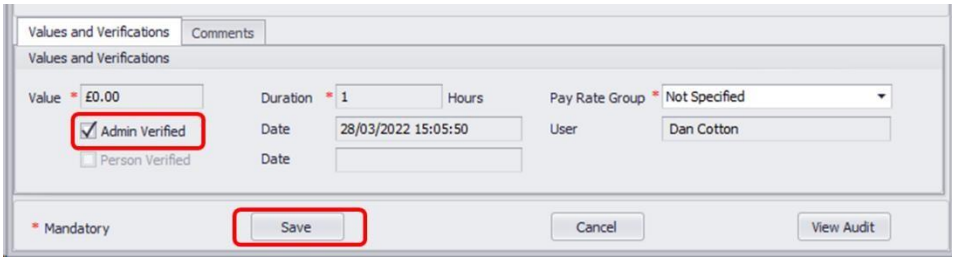
When Approving Claims, the following dialogue box will show; (all items with a red Asterix will need completing)



Ensure that all details area accurate

Check the **dates/times** and duration to make sure the staff member will be paid accurately. Don't forget to check the end time e.g. end time 12:59 instead of 13:00.

Once complete tick 'Admin Verified' then click 'Save'.



Declining Overtime

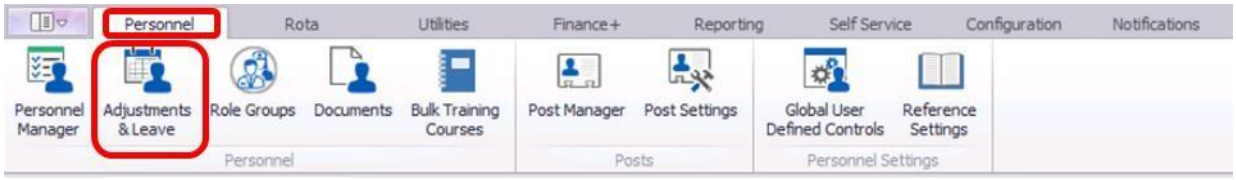
When declining a claim, a text box prompt will show as below;

Enter a comment and click **Save.** This will change the status of this claim to 'Declined' on the Staff Web Portal and will send the staff member an email advising that the claim has been declined.

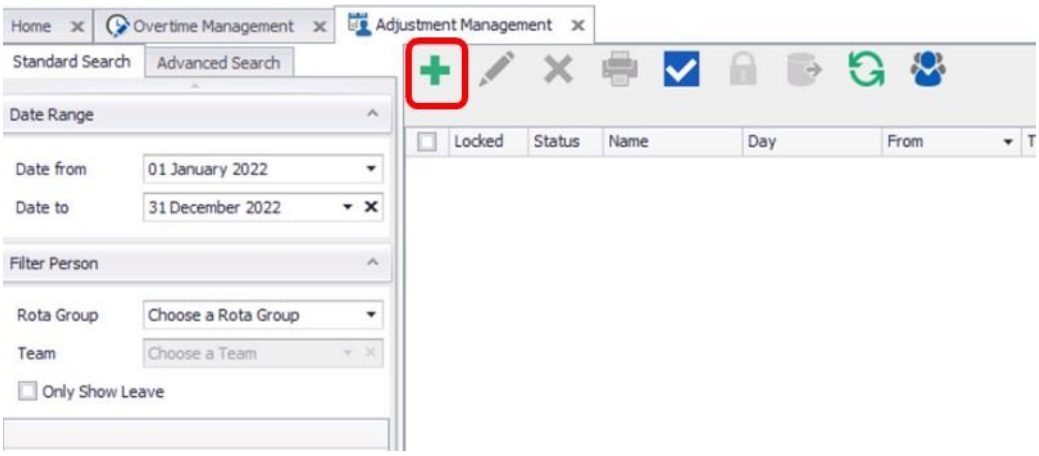
Late Overtime Request

If an overtime request is submitted after the timesheets have been printed, a late overtime request is required.

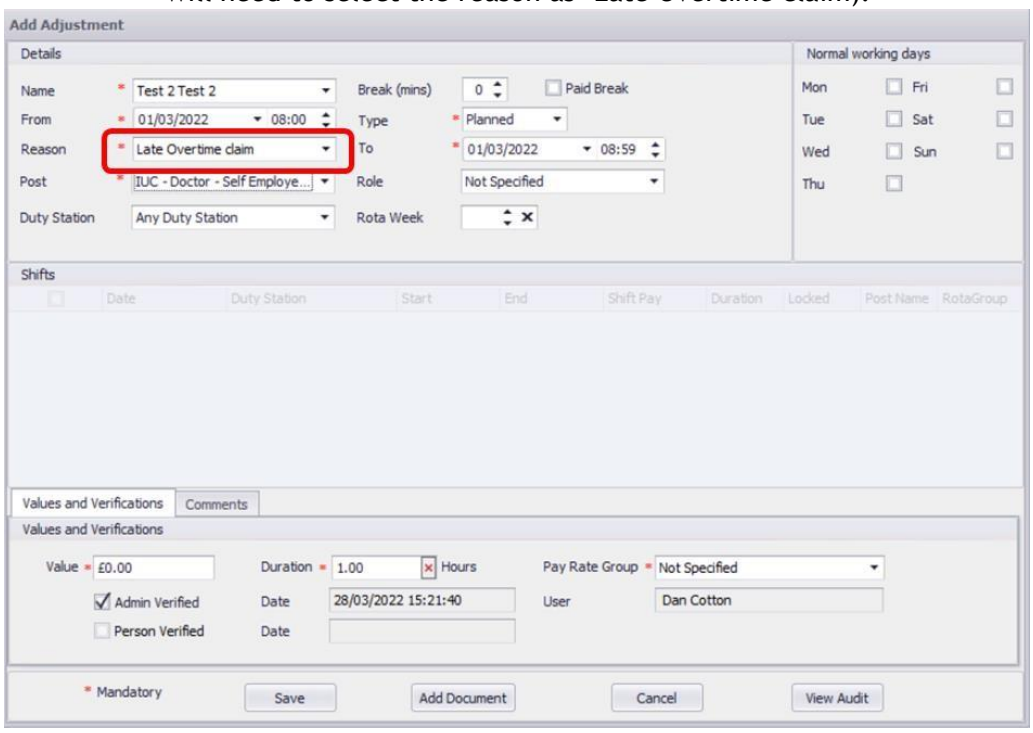
Go to **Personnel > Adjustments and Leave.**



Click 'Add Adjustment'. (green plus)

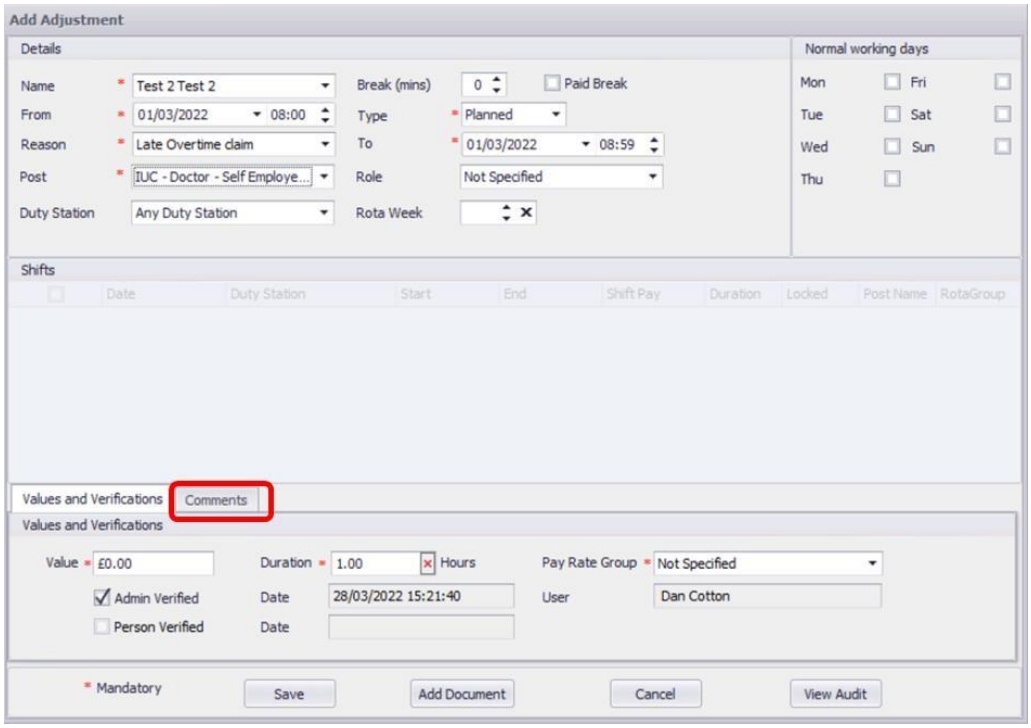


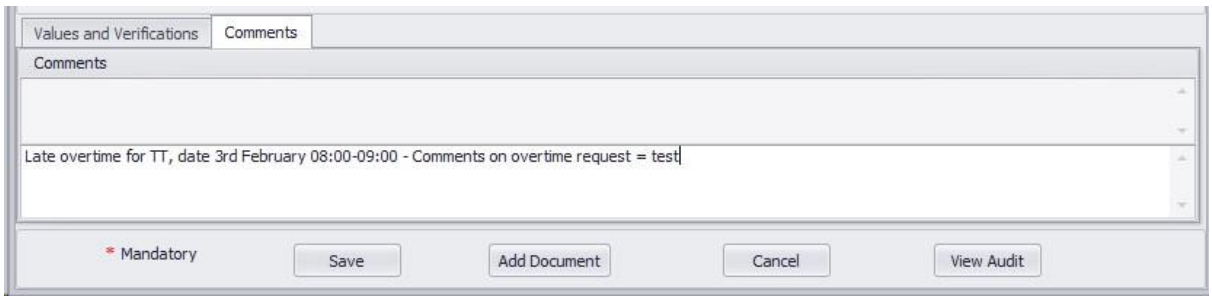
The following dialogue box will show; (all items with a red Asterix will need completing). You will need to select the reason as 'Late Overtime claim).



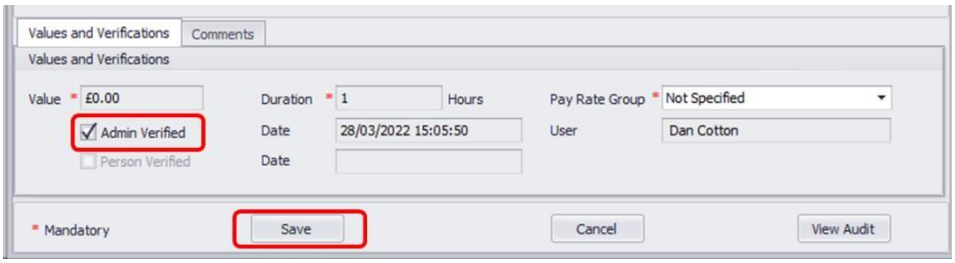
When adding the date, due to this being a late overtime request you will need to change the date to the first day of the current month.

e.g. if I am adding overtime for February 3rd however it is now mid-March, you would change the date to 1st March, this will allow it to appear on the next timesheet. You then need to head to the 'Comments' tab and add in there the correct date and time.





Once complete go back to 'Values and Verification' and tick 'Admin Verified' then click 'Save'.



Once complete you will need to decline the overtime, commenting that you have instead processed as a late overtime request.

When the Staff member receives their timesheet, this will show in the adjustment section.

Adjustments

Paid

Day	Start	End	Verified	Days	Shifts	Hours	Reason	Value
Tue	01/03/2022 08:00	01/03/2022 08:59	✓	0.00	0.00	1.00	Late Overtime claim	£0.00