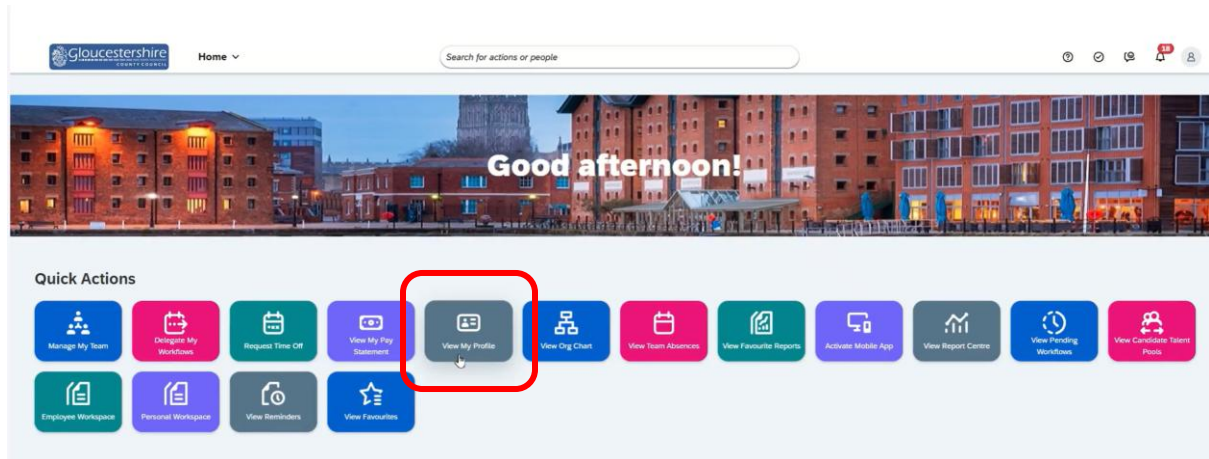


Submitting a One Time Payment Claim

Misc. Claim 3990

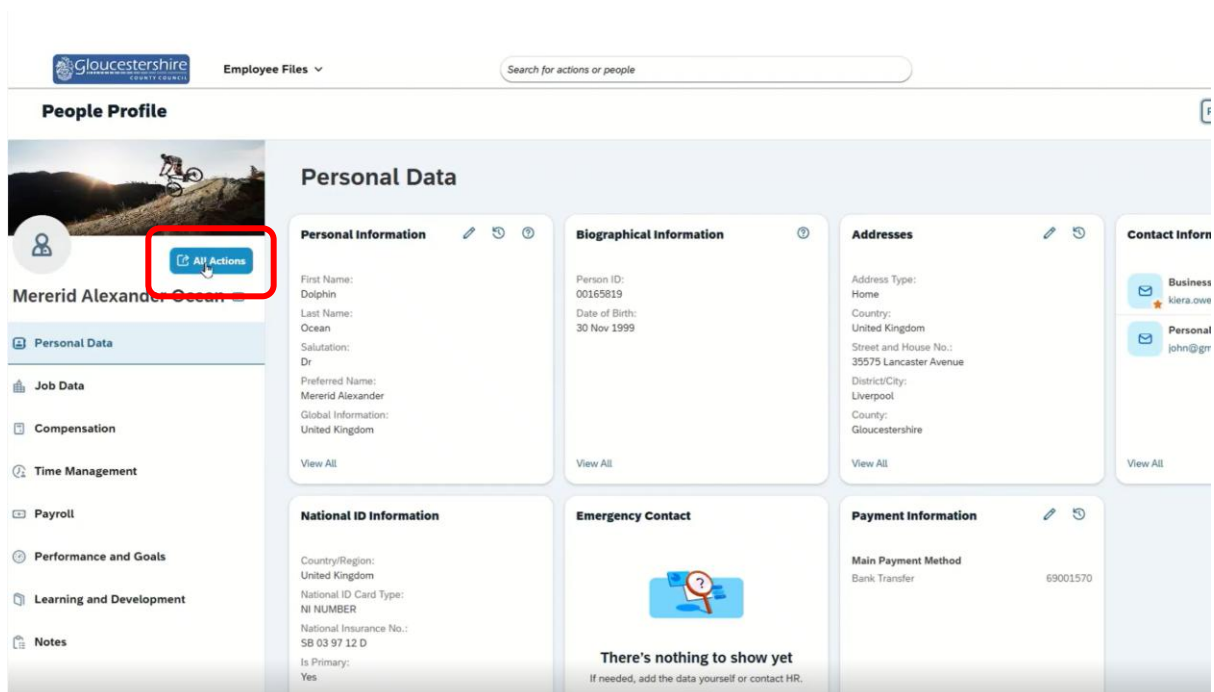
Step 1

Click on 'View my Profile'



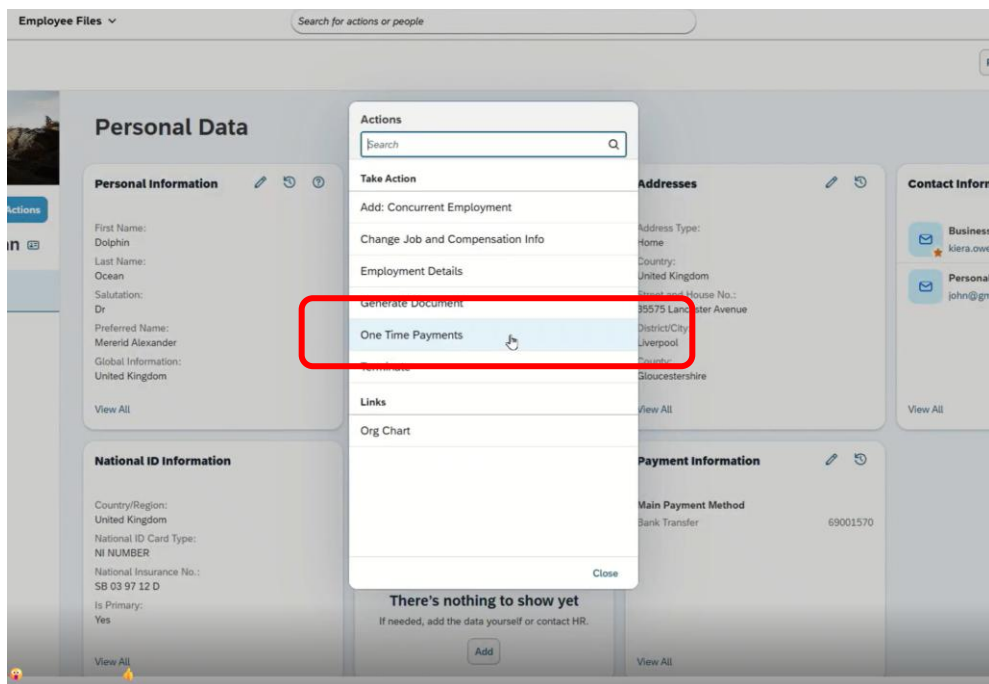
Step 2

Click on 'All Actions'



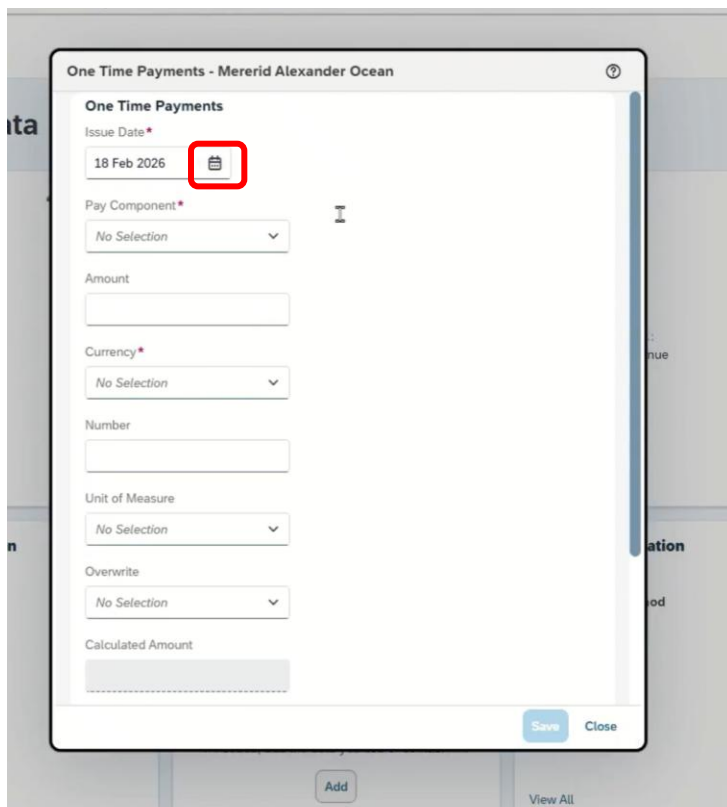
Step 3

Click on 'One Time Payments'



Step 4

You can change the issue date by clicking on the calendar icon or leave it as today's date.



Step 5

You will need to choose the **'Pay Component'**. You will need to choose Misc. Claim TNP (3990). choose **'Misc Claim (TN) ()'** and add in your hourly rate in the **'Amount'** box

To choose, click on the down arrow.

Search for actions or people

One Time Payments - Mererid Alexander Ocean

One Time Payments

Issue Date *

18 Feb 2026

Pay Component *

Eye Prescription Gen (TN) (3235)

Eye Prescription Pc (3340)

Eye Test (3335)

Half Time (TNP) (3030)

Misc Claim (TNP) (3990)

Misc Claim (TNP) @1.0 NC (3333)

Unit of Measure

No Selection

Overwrite

No Selection

Calculated Amount

Save Close

One Time Payments

Issue Date *

10 Jun 2026

Pay Component *

3990

Misc Claim (TNP) (3990)

Step 6

You would then enter the number of hours in the '**Number**' box. This number reflects the hours work under that pay component. If the '**Unit of Measure**' box is not greyed out, choose 'Hours'.

The screenshot shows a web application interface with a modal window titled "One Time Payments - Mererid Alexander Ocean". The modal contains the following fields:

- Issue Date***: 18 Feb 2026
- Pay Component***: Misc Claim (TNP) (3990)
- Amount**: 17.15
- Currency***: GBP
- Number**: 20 (highlighted with a red box)
- Unit of Measure**: Hours (HUR) (highlighted with a red box)
- Overwrite**: No Selection
- Calculated Amount**: (empty field)

At the bottom right of the modal, there are two buttons: **Save** and **Close**. The **Save** button is highlighted with a red box.

The background of the application shows the "Personal Data" section of a user profile for Mererid Alexander Ocean, including personal information and national ID details.

Then click '**Save**'

Step 7

You can add comments if you wish in the pop up box where it states '**Enter your comment here**'. This will appear on the approval your line manager/approver receives.

The screenshot shows a web application interface with a modal window titled "One Time Payments - Mererid Alexander Ocean". Inside the modal, there is a "Confirm Request" section. A red rectangle highlights the text "Submitting Overtime @ 1.3 (TNP) NC request for Mererid Alexander Ocean." and a text input field below it with the placeholder "Enter your comment here". Another red rectangle highlights a button labeled "Show Workflow Participants". Below the modal, the main form is partially visible, showing a "Cost Center" dropdown menu set to "Human Resources (10000...)" and an "Eforms Assignment Number" input field. At the bottom of the modal, there are "Submit" and "Close" buttons. At the bottom of the main form, there are "Save" and "Close" buttons. A "Show 4 fewer fields" link is also visible.

You can see who it will be sent to for approval by selecting '**Show Workflow Participants**'

This screenshot shows the "Show Workflow Participants" modal. At the top, it displays the request title "Submitting Overtime @ 1.3 (TNP) NC request for Mererid Alexander Ocean." and a text input field for a comment. Below this, a button labeled "Hide Workflow Participants" is highlighted with a red rounded rectangle. Underneath, the section is titled "Approvers". A list of approvers is shown, with the first one being "1" followed by a user icon, the name "Modron Alexander Alexander", and the title "Head of HR". A mouse cursor is pointing at the user icon.

Step 9

Click Submit

Confirm Request

Submitting Overtime @ 1.3 (TNP) NC request for Mererid Alexander Ocean.

Enter your comment here

Show Workflow Participants

Submit

Close

You can see changes were successfully saved

Street and house no.:
35575 Lancaster Avenue

District/City:
Liverpool

County:
Gloucestershire

View All

johnn@gmx

View All



ng to show yet

a yourself or contact HR.

Add

Payment Information  

Main Payment Method

Bank Transfer 69001570

View All

Your changes were successfully saved.

   | 3