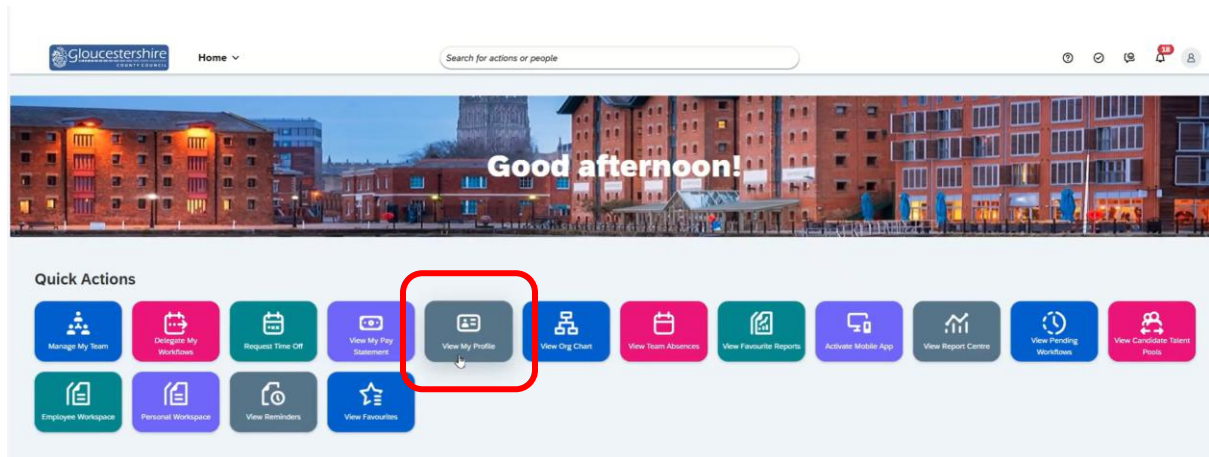


Submitting a One Time Payment Claim

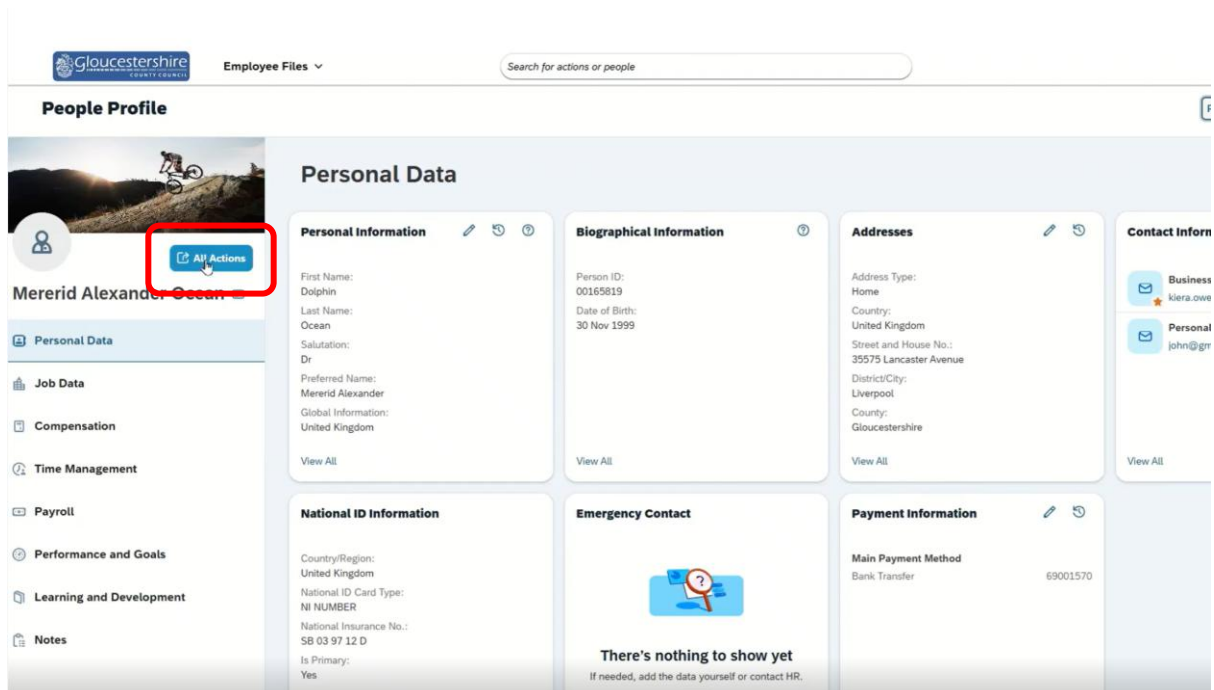
Step 1

Click on 'View my Profile'



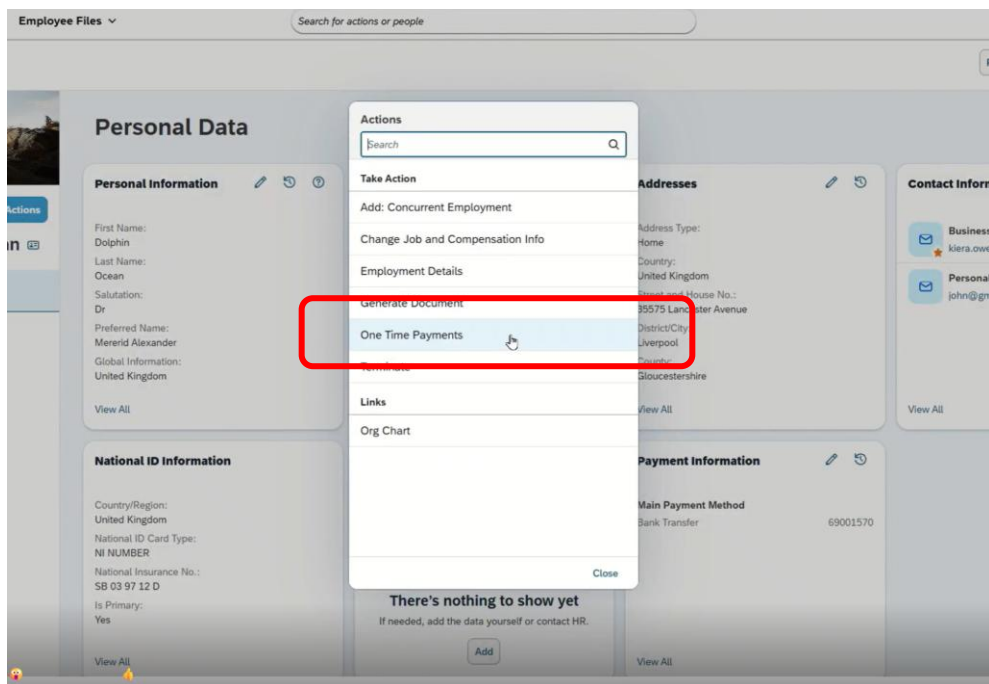
Step 2

Click on 'All Actions'



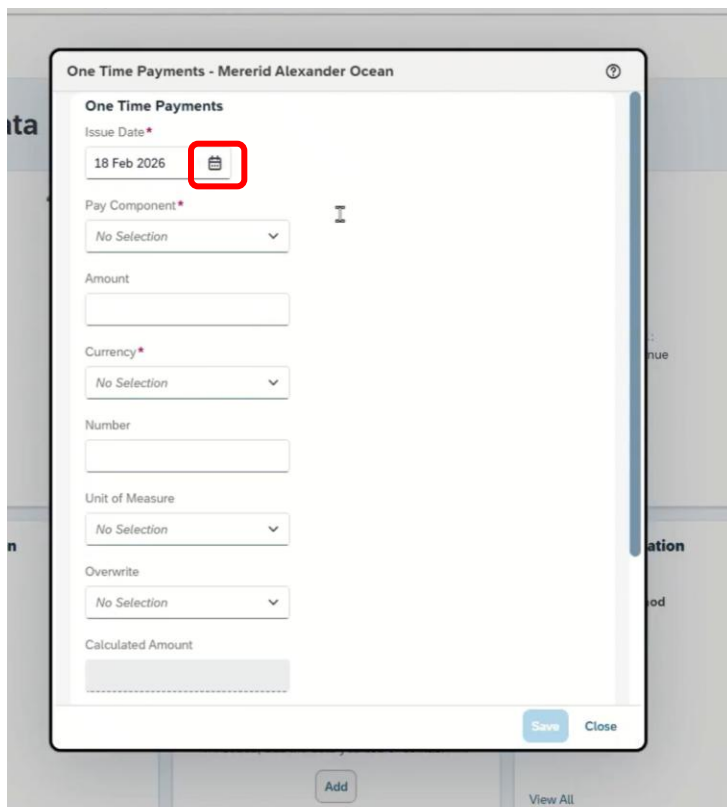
Step 3

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'**. Using the totals on your manual form, you would choose the relevant pay component that, on your manual form, is shown as **'Code'**. This code knows your correct hourly rate you should receive.

For office use only					
Employee (SAP) No.	Code	Value	Notes	Cost Code	Period Ending
228550	3005	8:45		405700	31/05/2026
	3030	8:45			
	3075	0:00			
	3075		B/hol hours		

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*
ove

- 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

Add View All

One Time Payments

Issue Date*

03 Jun 2026

Pay Component*

Amount

Currency*

GBP

Number

Unit of Measure

No Selection

Calculated Amount

Sequence Number

Step 6

You would then enter the number of hours (shown as ‘Value’ on your manual form) 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’. There is a 50 hour limit per claim form, but you can enter as many claim forms as required.

Please note, if you are claiming parts of an hour, you will need to enter the number in decimal hours. See below for examples:

Minutes	Decimal Hours (to input)
10	.16
15	.25
20	.33
25	.41
30	.5
40	.66
45	.75
50	.83

Reminder

Please note, if you are claiming amount sunder the different codes (i.e. you have worked during the week and weekend), you will have to repeat this process for each of the different codes.

Files Search for actions or people

Personal Data

Personal Information

First Name: Dolphin
Last Name: Ocean
Salutation: Dr
Preferred Name: Mererid Alexander
Global Information: United Kingdom
View All

National ID Information

Country/Region: United Kingdom
National ID Card Type: NI NUMBER
National Insurance No.: SB 03 97 12 D
Is Primary: Yes
View All

One Time Payments - Mererid Alexander Ocean

One Time Payments

Issue Date*
18 Feb 2026

Pay Component*
Overtime @ 1.3 (TNP) NC...

Amount

Currency*
GBP

Number
20

Unit of Measure
Hours (HUR)

Overwrite
No Selection

Calculated Amount

Save Close

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. Please include information relating to the month they are claiming for, e.g. "June CCRO hours" or similar.

The screenshot shows a web form titled "One Time Payments - Mererid Alexander Ocean". It contains fields for "No Selection" (a dropdown), "Calculated Amount", "Sequence Number", "Cost Center" (a dropdown showing "Human Resources (10000...)", and "Eforms Assignment Number". A "Confirm Request" pop-up is overlaid on the form. The pop-up has a title bar, a text area with the placeholder "Enter your comment here", and a button labeled "Show Workflow Participants". The pop-up also has "Submit" and "Close" buttons. The main form has a "Save" button and a "Close" button. A "Show 4 fewer fields" button is also visible.

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

The screenshot shows the "Show Workflow Participants" pop-up. It has a title bar, a text area with the placeholder "Enter your comment here", and a button labeled "Hide Workflow Participants". Below the button, the section "Approvers" is visible. It lists one approver: "1" (a small icon), "Modron Alexander Alexander", and "Head of HR". The pop-up also has a "Close" button.

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