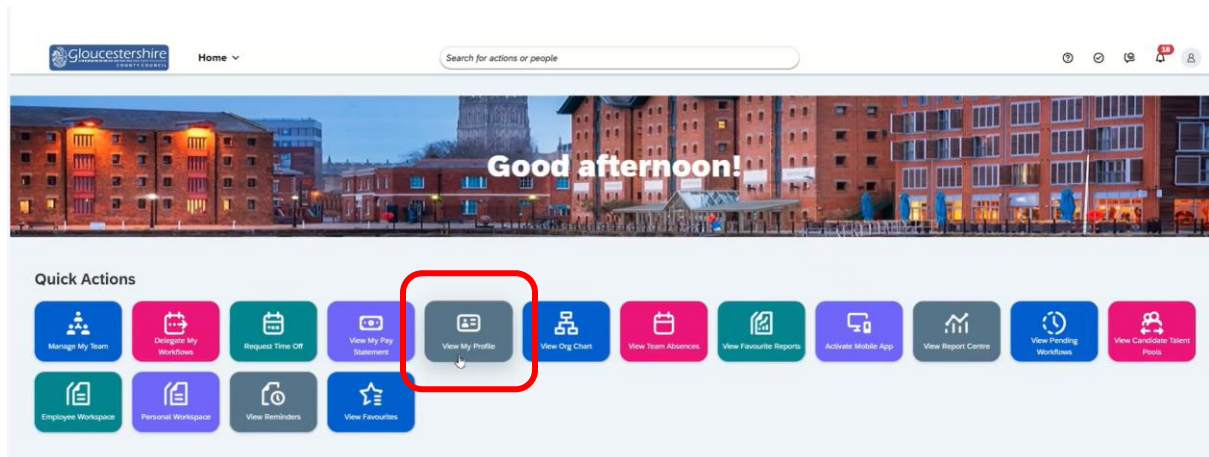


Submitting a One Time Payment Claim

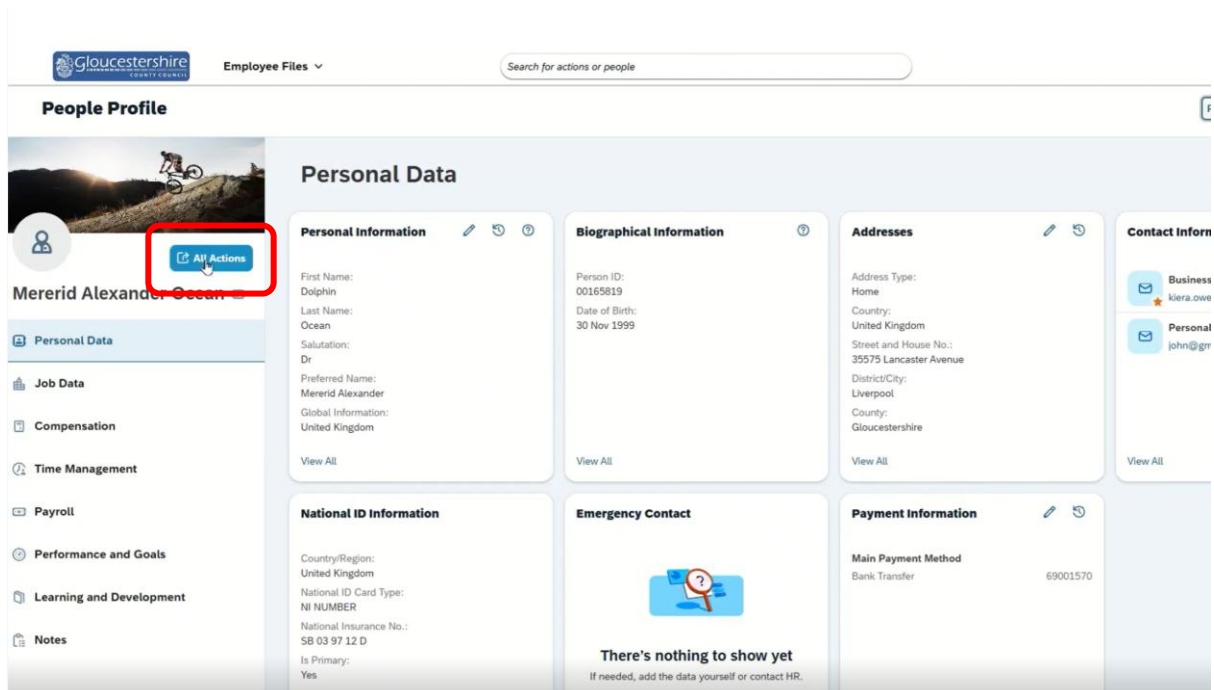
Step 1

Click on 'View my Profile'



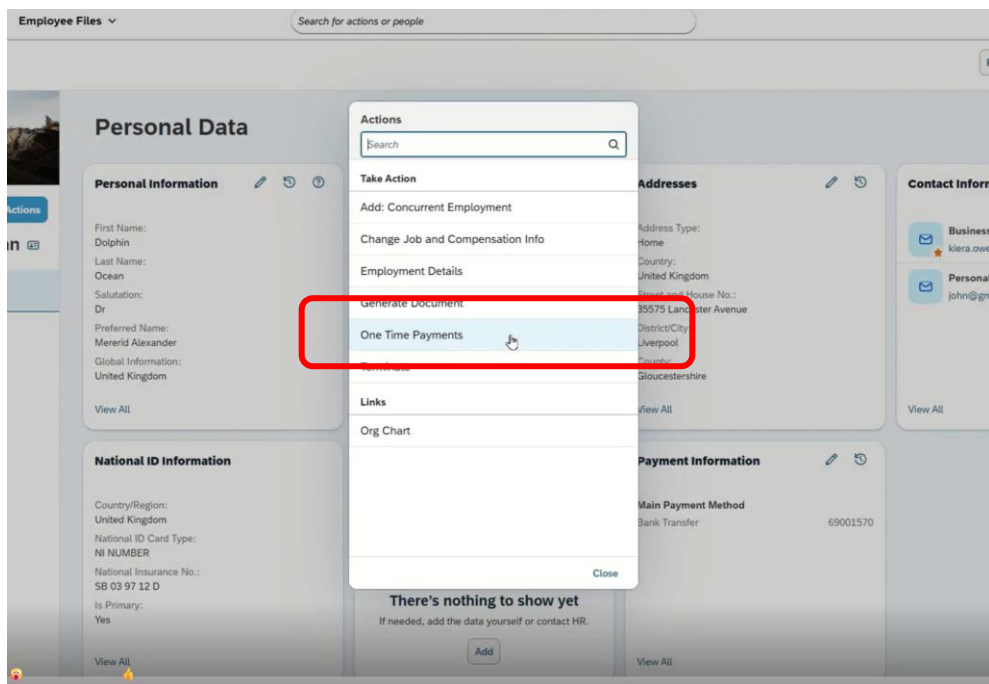
Step 2

Click on 'All Actions'



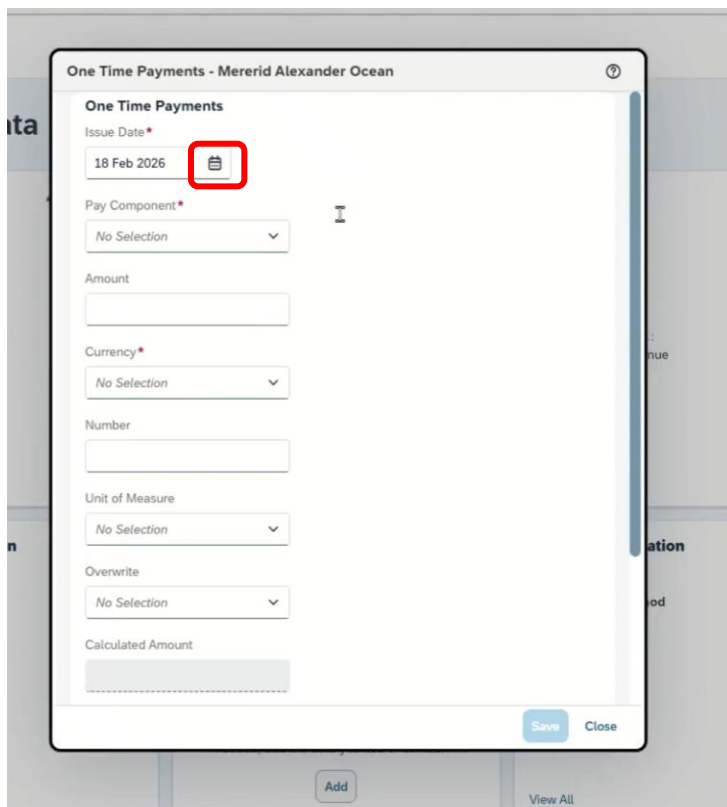
Step 3

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'**. To choose, click on the down arrow. You should select the pay component '3005' if you have less than 5 years of service, or '3715' if you have 5 years or more years of service

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

One Time Payments

Issue Date *
03 Jun 2026

Pay Component *
1

Amount
[Empty Field]

Currency *
GBP

Number
[Empty Field]

Unit of Measure
No Selection

Calculated Amount
[Empty Field]

Sequence Number
[Empty Field]

Step 6

Then enter the number of hours in the '**Number**' box and choose '**Hours**' in the '**Unit of Measure**' box. If that box is greyed out, it doesn't matter – it will reflect in 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***: Overtime @ 1.3 (TNP) NC...
- Amount**: (empty text box)
- Currency***: GBP
- Number**: 20 (highlighted with a red box)
- Unit of Measure**: Hours (HUR) (highlighted with a red box)
- Overwrite**: No Selection
- Calculated Amount**: (greyed out text box)

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 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 for 'One Time Payments - Mererid Alexander Ocean'. A modal window titled 'Confirm Request' is open, displaying the text 'Submitting Overtime @ 1.3 (TNP) NC request for Mererid Alexander Ocean.' Below this text is a text input field with the placeholder 'Enter your comment here'. A red rectangle highlights this input field. Below the input field is a button labeled 'Show Workflow Participants', also highlighted with a red rectangle. At the bottom of the modal are 'Submit' and 'Close' buttons. The background form is partially visible, showing fields for 'No Selection' (dropdown), 'Calculated Amount', 'Sequence Number', 'Cost Center' (dropdown with 'Human Resources (10000...' selected), 'Eforms Assignment Number', and a 'Show 4 fewer fields' button. At the bottom right of the background form are 'Save' and 'Close' buttons.

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

This is a close-up of the 'Show Workflow Participants' modal. It shows the text 'Submitting Overtime @ 1.3 (TNP) NC request for Mererid Alexander Ocean.' and the 'Enter your comment here' input field. Below the input field is a button labeled 'Hide Workflow Participants', highlighted with a red rounded rectangle. Underneath this button is a section titled 'Approvers'. It contains a list of one approver: '1' followed by a person icon, 'Modron Alexander Alexander', and 'Head of HR'. A mouse cursor is pointing at the name 'Modron Alexander Alexander'.

Step 9

Click Submit

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

[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](#)

[jonn@gmx](#)

[View All](#)

Payment Information  

Main Payment Method

Bank Transfer 69001570

[View All](#)

ng to show yet

a yourself or contact HR.

[Add](#)

Your changes were successfully saved.



3