

# Time and expenses claims

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## 1. Introduction

This guide provides you with the information you will need to input your Car Mileage claims, Additional Hours claims, and Additional Element claims within Employee Self Service (ESS).

Employees are required to use ESS to submit any of your Car Mileage, Additional Hours Claims, and Additional Element claims which will automatically go through to your line manager for approval.

All claims will be paid in the following monthly Payroll, i.e., approval by Line Manager on 31<sup>st</sup> October will be paid in November monthly payroll.

All claims approved after the 31 October will be paid in the December payroll.

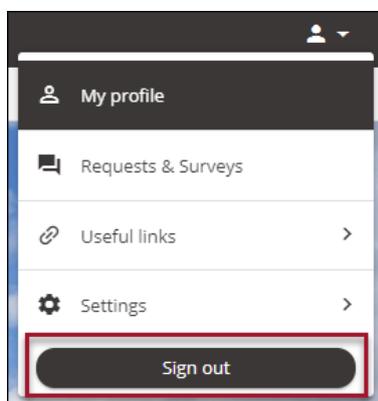
Please Note: A current VAT petrol receipt must be attached to all Car Mileage claims processed and approved in ESS. This is a HMRC requirement.

### Important Notice

When creating a Time and Expense claim it is important that you exit the claim in the correct way.

If you are completing a claim **do not** close the browser to exit Employee Self Service. This will cause the claim to lock for 48-hours and your Reporting Manager will be unable to open and authorise the claim.

**Always** log out of Employee using the '**Sign out**' option from the '**Utilities Menu**':



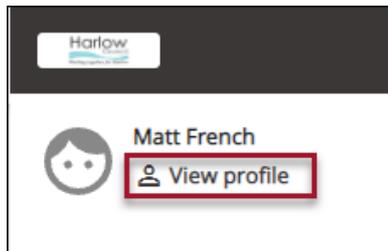
## 2. Inputting Car Mileage Claims

### Private Vehicle

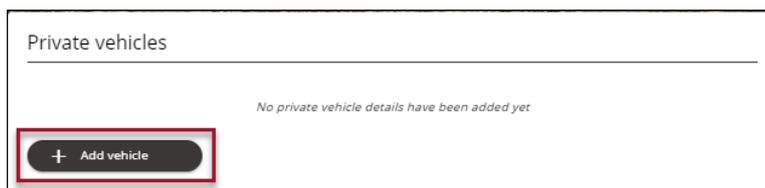
Your Vehicle details are required to enable the correct mileage rate to be determined. Details include:

- Vehicle type
- Fuel type
- Engine capacity

1. Log into your Employee Self Service.
2. Select the **'View profile'** link at the top left:



3. In the **'Personal'** tab, scroll down to the **'Private vehicles'** section:



4. Select **'Add vehicle'**:



5. The Vehicle Details screen is displayed.
6. Enter the required information. Fields with the red asterisk are mandatory and must be completed before the details can be saved.

< Back to Personal

Vehicle details

\* Vehicle type (required)  
Car

\* Vehicle registration (required)  
FR19 KLJ

\* Start date (dd/mm/yyyy) (required)  
03/10/2021

End date (dd/mm/yyyy)

\* Engine size (cc) (required)  
1800

CO2 Emission

\* Fuel type (required)  
Petrol

Default vehicle for expenses

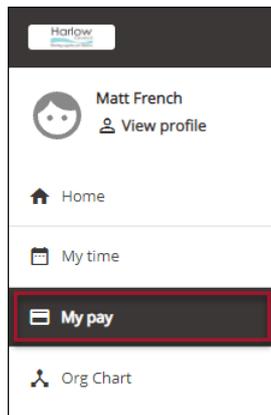
Insurance checked  
No

7. The field '**Default vehicle for expenses**' can be ticked to identify this vehicle as the one you would typically use to claim mileage expenses.
8. Click '**Save**' to save the details

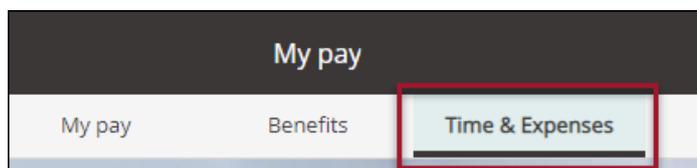
## Adding a Mileage Claim

- Your claims should be in **decimal**
- You cannot enter claims for future dates
- You cannot enter historical claims that exceed 90 days
- The cut-off date for claiming is the last day of the previous month, claims need to be entered and approved by this date to be paid on the 15<sup>th</sup> of the Month

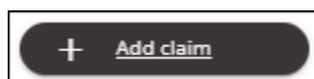
1. Log into Employee Self Service.
2. Select the '**My pay**' section from the left-hand side:



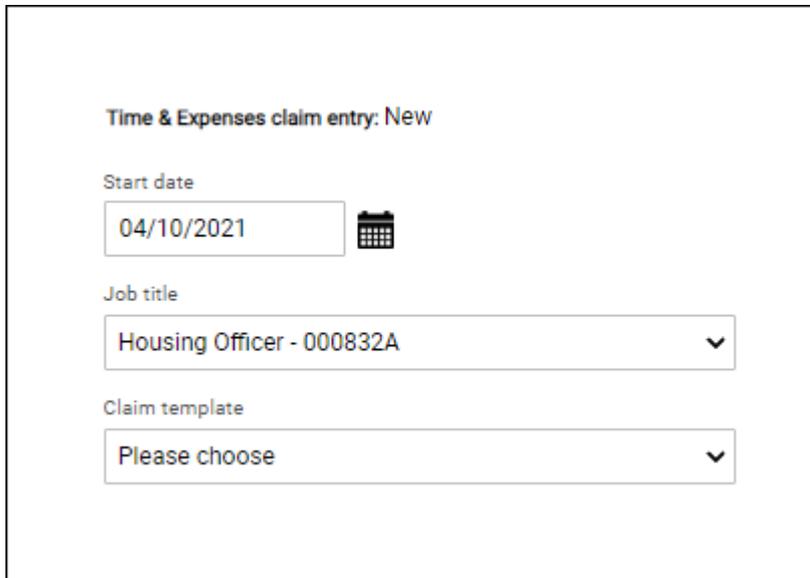
3. Select the '**Time & Expenses**' tab:



4. Select '**Add Claim**':



5. Enter the appropriate date for your claim submission.



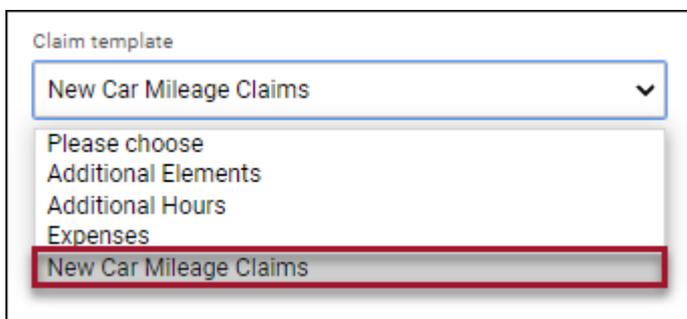
Time & Expenses claim entry: New

Start date  
04/10/2021

Job title  
Housing Officer - 000832A

Claim template  
Please choose

6. From the drop-down menu select 'New Car Mileage Claims'.



Claim template

New Car Mileage Claims

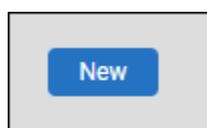
Please choose

Additional Elements

Expenses

New Car Mileage Claims

7. Select 'New':



New

8. A new form will be opened:

< Back to Time & Expenses

Time & Expenses claim entry: (New)

Job title: Housing Officer  
Employee: Matt French

Page 1

**Mileage Claim Form**

I certify that the whole of the journeys set out in this claim were necessarily undertaken by me in the performance of my official duties.  
I confirm that my car is roadworthy, fit for purpose, has a current MOT certificate (if applicable) and my insurance is covered for business use.  
I further confirm that I hold a valid driving license which permits me to legally drive this vehicle.  
I also declare that I am physically, mentally and medically fit to carry out driving at work duties.

Journey Date	Miles claimed	Journey From	Journey To	Reason for Journey	Receipt Number
<input type="text"/>	<input type="text"/>				

Vehicle: FR19 KLJ | Scheme: Casual Car Mileage

Save draft Submit Print

**NB. Your vehicle details will be populated from your 'Default vehicle for expenses' as previously entered in your personal details section.**

9. You're required to enter the following information:

- Journey Date
- Miles claimed
- Journey From
- Journey To
- Reason for Journey
- Receipt Number

Journey Date	Miles claimed	Journey From	Journey To	Reason for Journey	Receipt Number
05/10/2021	14	Harlow	Epping	Meeting	01

Vehicle: FR19 KLJ | Scheme: Casual Car Mileage

10. Multiple entries can be added, and rows can be removed by selecting the plus and minus icons at the end of each row:

A screenshot of a form field titled "Receipt Number". The field contains the text "01". To the right of the text are two small circular icons: a plus sign (+) and a minus sign (-). A red rectangular box highlights these two icons.

11. Once all information has been added you can select **'Save draft'** or **'Submit'**

A screenshot showing two green buttons with white text. The left button is labeled "Save draft" and the right button is labeled "Submit".

12. Clicking **'Save draft'** will save your claim and show as provisional on the summary page:

A screenshot of a table with the following columns: Claim name, Start date, Reference, Cut off date, and Status. The table contains one row: "New Car Mileage Claims", "04 Oct 2021", "TRA0000000053", and "Provisional". To the right of the "Provisional" status is a dark grey button labeled "Summary". A red rectangular box highlights the entire row. Below the table is a dark grey button with a plus sign and the text "Add claim".

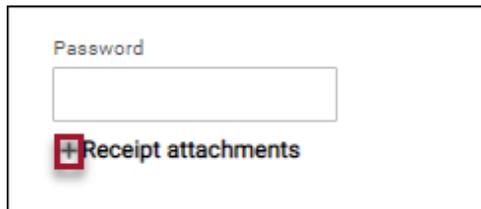
13. Select the claim to re-open it and make any further additions

14. Once you are ready to submit your form, select **'Submit'**:

A screenshot of a claim form. At the top, there are dropdown menus for "Vehicle" (FR19 KLL) and "Scheme" (Casual Car Mileage). Below these are input fields for "Journey Date" (05/10/2021), "Miles claimed" (14), "Journey From" (Harlow), "Journey To" (Epping), "Reason for Journey" (Meeting), and "Receipt Number" (01). To the right of the "Receipt Number" field are plus and minus icons. At the bottom right of the form are four buttons: "Save draft" (green), "Delete" (red), "Submit" (green, highlighted with a red box), and "Print" (blue).

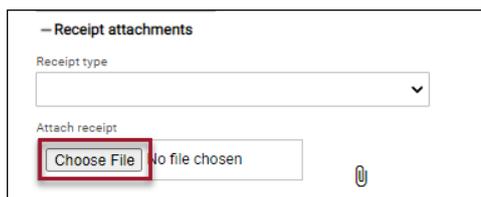
15. Receipts must now be attached to your mileage claim. Scan and save your receipts.

16. Select the **'plus'** icon to open the attachments section:



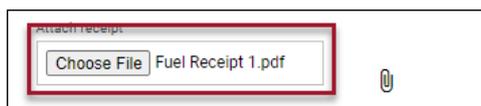
A screenshot of a web form. At the top, there is a label 'Password' above a text input field. Below the input field is a red square button with a white plus sign and the text 'Receipt attachments'.

17. Select **'Choose File'** and search for and select your receipt:



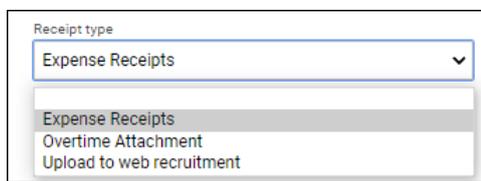
A screenshot of the 'Receipt attachments' section. It features a 'Receipt type' dropdown menu. Below it, the text 'Attach receipt' is followed by a 'Choose File' button (highlighted with a red box), a text field containing 'No file chosen', and a paperclip icon.

18. Your receipt will now show in the **'Attached receipt'** section:



A screenshot of the 'Attached receipt' section. It shows a 'Choose File' button (highlighted with a red box) followed by the filename 'Fuel Receipt 1.pdf' and a paperclip icon.

19. Select the **'Receipt type'** from the drop-down menu:



A screenshot of the 'Receipt type' dropdown menu. The selected option is 'Expense Receipts'. The dropdown list is open, showing three options: 'Expense Receipts', 'Overtime Attachment', and 'Upload to web recruitment'.

20. Add further receipts if required

21. Enter your Employee Self Service password:

**Time & Expenses claim submission:**

Claim template  
New Car Mileage Claims

Job title  
Housing Officer

Time and expenses claim reference  
TRA0000000053

Payroll  
Harlow District Council

Start date  
04/10/2021

Comments  
PLEASE ENSURE THAT ALL RECEIPTS ARE ATTACHED. CLAIMS WILL NOT BE AUTHORISED WITHOUT RECEIPTS.

Password

+ Receipt attachments

22. Click 'Submit'

**Any claims you enter will be subject to authorisation from your line manager. The status of the authorisation is shown on the summary page.**

## Mileage Claim Awaiting Authorisation

Claim name	Start date	Reference	Cut off date	Status
New Car Mileage Claims	04 Oct 2021	TRA0000000053		Awaiting authorisation

Summary

## Mileage Claim Authorised

To view any claims that have been authorised, navigate to the time and expense tab in 'My pay':

My pay

My pay   Benefits   **Time & Expenses**

Time & Expenses

✓ In progress   **Authorised**

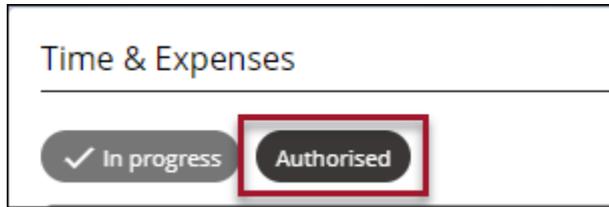
Start date (dd/mm/yyyy) 29/09/2021   End date (dd/mm/yyyy) 06/10/2021

Search

There are no Time & Expenses claims to display

+ Add claim

1. Select the **'Authorised'** link:



2. The claim will show as **'Authorised'**:

Claim name	Start date	Reference	Cut off date	Status
New Car Mileage Claims	04 Oct 2021	TRA0000000053		Authorised <a href="#">Summary</a>

+ Add claim

3. Click the **'Summary'** link to view a summary of your claim:

Claim name	Start date	Reference	Cut off date	Status
New Car Mileage Claims	04 Oct 2021	TRA0000000053		Authorised <a href="#">Summary</a>

+ Add claim

< Back to Time & Expenses

**Time & Expenses claim summary: New Car Mileage Claims**

Time and expenses claim reference  
TRA0000000053

Start date  
04/10/2021

Name  
Matt French

Housing Officer Position

Payroll  
Harlow District Council

Element	Type	Time/ Units/ Miles	Cash amount
+ Casual Car Mileage	Miles	14	6.30
<b>Total</b>			<b>6.30</b>

*These values are provisional. The final values will be shown on the payslip.*

Print

4. Select the attachments icon to view any attached receipts:

Claim name	Start date	Reference	Cut off date	Status
New Car Mileage Claims	04 Oct 2021	TRA0000000053		Authorised

Summary 

+ Add claim

< Back to Time & Expenses

Document attachments

 Fuel Receipt 1.pdf  
Expense Receipts 

+ Add attachment

## Mileage Claim Not Authorised

Any Mileage Claims that are not authorised will show as 'Rejected':

Claim name	Start date	Reference	Cut off date	Status
New Car Mileage Claims	04 Oct 2021	TRA0000000054		Rejected

Summary 

+ Add claim

The form can be opened and amended and resubmitted.

The form will go through the authorisation process again.

### 3. Inputting Additional Hours (Overtime) Claims

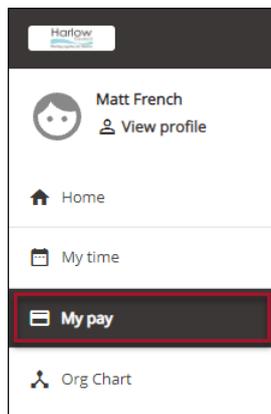
#### Introduction

Overtime may not be claimed for hours worked between 8.00am and 6.30pm.

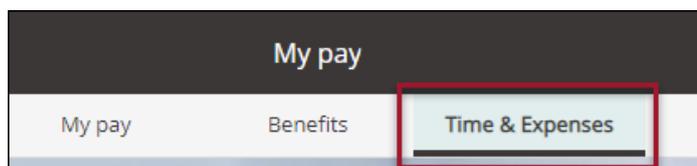
Any additional hours worked must be agreed with your Reporting Manager before the hours are recorded.

#### Adding an Additional Hours Claim

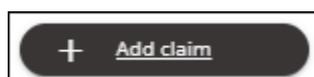
1. Select the 'My pay' section from the left-hand side:



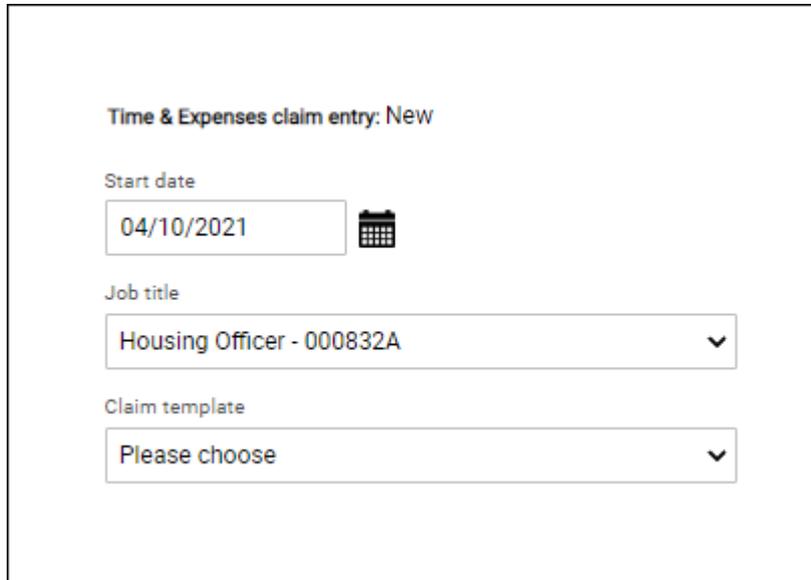
2. Select the 'Time & Expenses' tab:



3. Select 'Add Claim':



4. Enter the appropriate date for your claim submission:



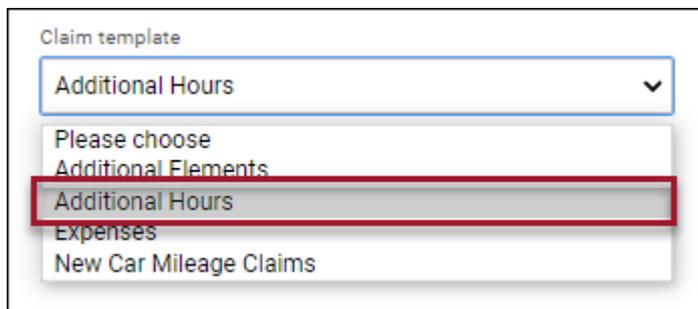
Time & Expenses claim entry: New

Start date  
04/10/2021

Job title  
Housing Officer - 000832A

Claim template  
Please choose

5. From the drop-down menu select '**Additional Hours**':



Claim template

Additional Hours

Please choose

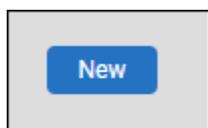
Additional Elements

Additional Hours

Expenses

New Car Mileage Claims

6. Select '**New**':



New

7. A new form will be opened:

Time & Expenses claim entry: (New)

Job title: Housing Officer  
Employee: Matt French

Page 1

### Additional Hours

**Payment of overtime to Officers on SCP 22 and below**  
Monday to Saturday = Time and a half (Overtime At 1.5X)  
Sunday = Double time (Overtime At 2.0X)

General or Public Holidays - Within normal working hours payment at the flat rate will be made for the hours worked, in addition to the normal pay for that day time off in lieu will be given as follows:  
When the time worked is less than 4 hours = Half day off.  
When the time worked is 4 hours or more = Full day off.

**Pre - Planned Overtime for Officers SCP 23 and above**  
Payment for pre-planned overtime will be made at the rates appropriate to the maximum point of SCP 22.

**Payment for employee on a 7 day a week rota**  
Employees who are required to work on their rest days will receive payment inline with the above

Save draft Submit Print

Page 1 of the form outlines the types of additional hours that can be claimed.

8. You're required to enter the following information:

- Element
- Date
- Start Time & End Time
- Break Time
- Reason for the Overtime
- Hours Worked minus Break Time

Element	Date	Start Time & End Time	Break Time	Reason for Overtime	Hours Worked minus Break Time (Decimal)	
Overtime At 1.5X	05/10/2021	18:30 - 20:30	0	Extra Duties	2.00	+ -

**Your claim should be in decimal hours.**

9. Multiple entries can be added, and rows can be removed by selecting the plus and minus icons at the end of each row:

Hours Worked minus Break Time (Decimal)
2.00

+ -

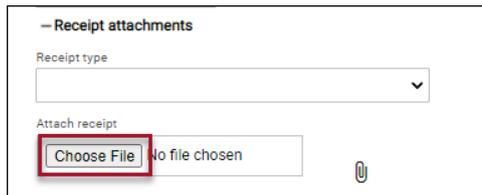
10. You must attach any evidence of the agreement to do additional hours from your Reporting Manager. This could be an email or any other type of correspondence. Scan and save your correspondence.

11. Select the **'plus'** icon to open the attachments section:



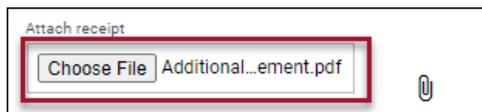
A screenshot of a web form. At the top, there is a label 'Password' above a text input field. Below the input field is a red square button with a white plus sign and the text 'Receipt attachments'.

12. Select **'Choose File'** and search for and select your document:



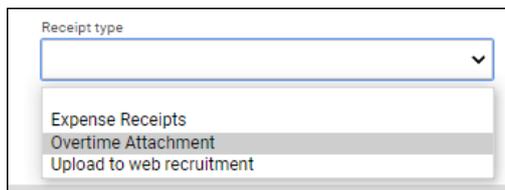
A screenshot of the 'Receipt attachments' section. It features a 'Receipt type' dropdown menu. Below it is the 'Attach receipt' section, which contains a 'Choose File' button, the text 'No file chosen', and a paperclip icon.

13. Your document will now show in the **'Attached receipt'** section:



A screenshot of the 'Attached receipt' section. It shows a 'Choose File' button followed by the filename 'Additional...ement.pdf' and a paperclip icon.

14. Select the **'Receipt type'** from the drop-down menu:



A screenshot of the 'Receipt type' dropdown menu. The menu is open, showing three options: 'Expense Receipts', 'Overtime Attachment', and 'Upload to web recruitment'.

15. Add further documents if required

16. Enter your Employee Self Service password:

**Time & Expenses claim submission:**

Claim template  
Additional Hours

Job title  
Housing Officer

Time and expenses claim reference  
ADD0000000241

Payroll  
Harlow District Council

Start date  
04/10/2021

Comments  
I certify that the information that I have provided is a true record of time that I have worked in the course of my official duties.

Password  
.....

+ Receipt attachments

Any claims you enter will be subject to authorisation from your line manager. The status of the authorisation is shown on the summary page.

### Additional Hours Awaiting Authorisation

Claim name	Start date	Reference	Cut off date	Status
Additional Hours	04 Oct 2021	ADD0000000241		Awaiting authorisation

+ Add claim

### Additional Hours Authorised

To view any claims that have been authorised, navigate to the 'Time & Expenses' tab in 'My pay':

My pay

My pay Benefits **Time & Expenses**

Time & Expenses

✓ In progress Authorised

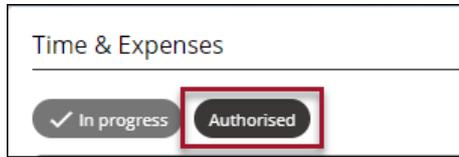
Start date (dd/mm/yyyy) 01/10/2021 End date (dd/mm/yyyy) 08/10/2021

Search

There are no Time & Expenses claims to display

+ Add claim

1. Select the **'Authorised'** link:



2. The claim will show as **'Authorised'**:

Claim name	Start date	Reference	Cut off date	Status	
New Car Mileage Claims	04 Oct 2021	TRA0000000053		Authorised	<b>Summary</b>
Additional Hours	04 Oct 2021	ADD0000000241		<b>Authorised</b>	<b>Summary</b>

**+ Add claim**

3. Click the **'Summary'** link to view a summary of your claim:

Claim name	Start date	Reference	Cut off date	Status	
New Car Mileage Claims	04 Oct 2021	TRA0000000053		Authorised	<b>Summary</b>
Additional Hours	04 Oct 2021	ADD0000000241		Authorised	<b>Summary</b>

**+ Add claim**

< Back to Time & Expenses

**Time & Expenses claim summary: Additional Hours**

Time and expenses claim reference  
ADD0000000241

Start date  
04/10/2021

Name  
Matt French

Housing Officer Position

Payroll  
Harlow District Council

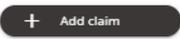
Element	Type	Time/ Units/ Miles	Cash amount
Overtime At 1.5X	Time	2	43.48
<b>Total</b>			<b>43.48</b>

*These values are provisional. The final values will be shown on the payslip.*

**Print**

4. Select the attachments icon to view any attached documents:

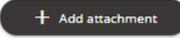
Claim name	Start date	Reference	Cut off date	Status	
New Car Mileage Claims	04 Oct 2021	TRA0000000053		Authorised	Summary 
<u>Additional Hours</u>	<u>04 Oct 2021</u>	<u>ADD0000000241</u>		Authorised	Summary 



< Back to Time & Expenses

Document attachments

 **Additional hours agreement.pdf**   
Overtime Attachment



## Additional Hours Not Authorised

Any Additional Hours claims that are not authorised will show as 'Rejected':

Claim name	Start date	Reference	Cut off date	Status	
<u>Additional Hours</u>	<u>06 Oct 2021</u>	<u>ADD0000000242</u>		Rejected	Summary 



The form can be opened and amended and resubmitted.

The form will go through the authorisation process again.

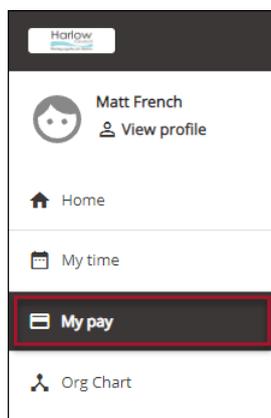
## 4. Inputting Additional Element Claims

### Introduction

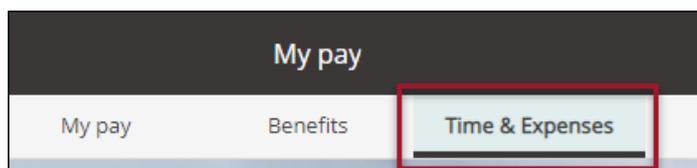
Additional Element Claims include allowances such as Committee Attendance and Stand By.

### Adding an Additional Element Claim

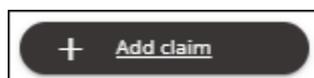
1. Select the 'My pay' section from the left-hand side:



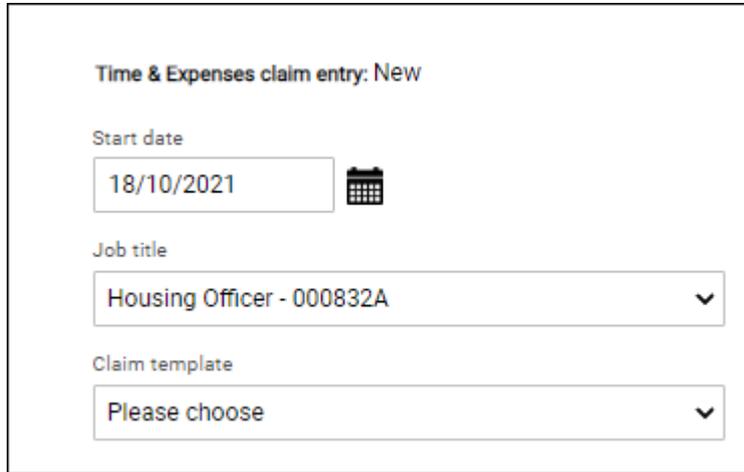
2. Select the 'Time & Expenses' tab:



3. Select 'Add Claim':



4. Enter the appropriate date for your claim submission:



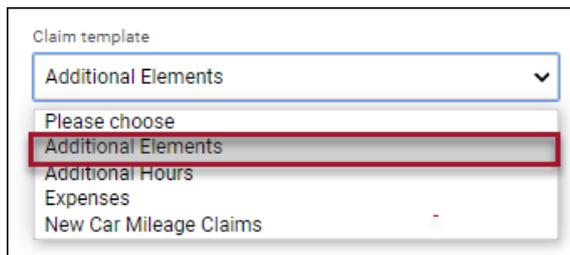
Time & Expenses claim entry: New

Start date  
18/10/2021

Job title  
Housing Officer - 000832A

Claim template  
Please choose

5. From the drop-down menu select '**Additional Elements**':



Claim template

Additional Elements

Please choose

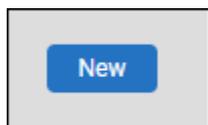
Additional Elements

Additional Hours

Expenses

New Car Mileage Claims

6. Select '**New**':



New

7. A new form will be opened:

8. You are required to enter the following information:

Element

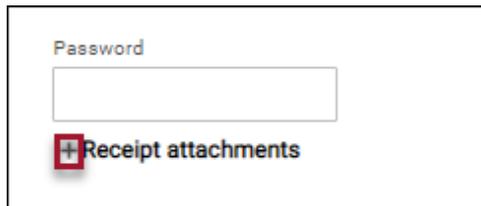
Details – please enter the date and any relevant details about the claim

Units

9. Multiple entries can be added, and rows can be removed by selecting the plus and minus icons at the end of each row:

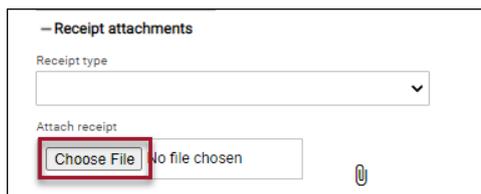
10. Once you are ready to submit your claim, select the 'Submit' button:

11. You must attach any evidence of the agreement to claim the Additional Elements from your Reporting Manager. This could be an email or any other type of correspondence. Scan and save your correspondence.
12. Select the **'plus'** icon to open the attachments section:



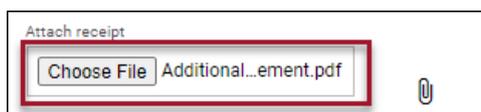
Form showing a 'Password' field and a '+ Receipt attachments' button. The plus icon is highlighted with a red box.

13. Select **'Choose File'** and search for and select your document:



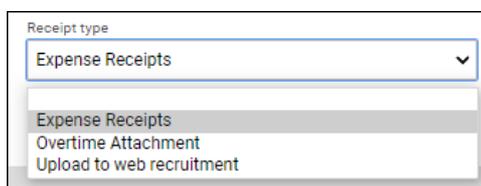
Form showing the 'Receipt attachments' section. It includes a 'Receipt type' dropdown menu and an 'Attach receipt' section with a 'Choose File' button highlighted in red. The text 'no file chosen' is visible next to the button.

14. Your document will now show in the **'Attached receipt'** section:



Form showing the 'Attached receipt' section. The 'Choose File' button is highlighted in red, and the text 'Additional...ement.pdf' is visible next to it.

15. Select the **'Receipt type'** from the drop-down menu:



Form showing the 'Receipt type' dropdown menu. The menu is open, showing options: 'Expense Receipts', 'Overtime Attachment', and 'Upload to web recruitment'. 'Expense Receipts' is selected.

16. Add further documents if required

17. Enter your Employee Self Service password:

**Time & Expenses claim submission:**

Claim template  
Additional Elements

Job title  
Housing Officer

Time and expenses claim reference  
ADE0000000087

Payroll  
Harlow District Council

Start date  
18/10/2021

Comments  
I certify that the information that I have provided is a true record of time that I have worked in the course of my official duties.

Password  
.....|

+ Receipt attachments

Any claims you enter will be subject to authorisation from your line manager. The status of the authorisation is shown on the summary page.

### Additional Elements Awaiting Authorisation

Claim name	Start date	Reference	Cut off date	Status	
Additional Elements	18 Oct 2021	ADE0000000087		Awaiting authorisation	Summary

+ Add claim

### Additional Elements Authorised

To view any claims that have been authorised, navigate to the 'Time & Expenses' tab in 'My pay':

My pay

My pay   Benefits   **Time & Expenses**

Time & Expenses

✓ In progress   Authorised

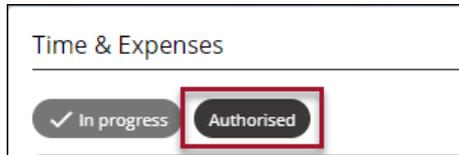
Start date (dd/mm/yyyy)   01/10/2021   End date (dd/mm/yyyy)   08/10/2021

Search

There are no Time & Expenses claims to display

+ Add claim

1. Select the **'Authorised'** link:



2. The claim will show as **'Authorised'**:

Claim name	Start date	Reference	Cut off date	Status	
Additional Elements	18 Oct 2021	ADE0000000087		Authorised	<a href="#">Summary</a>

[+ Add claim](#)

3. Click the **'Summary'** link to view a summary of your claim:

Claim name	Start date	Reference	Cut off date	Status	
Additional Elements	18 Oct 2021	ADE0000000087		Authorised	<a href="#">Summary</a>

[+ Add claim](#)

< Back to Time & Expenses

**Time & Expenses claim summary: Additional Elements**

Time and expenses claim reference  
ADE0000000087

Start date  
18/10/2021

Name  
Matt French

Housing Officer Position

Payroll  
Harlow District Council

Element	Type	Time/ Units/ Miles	Cash amount
Stand By Duty	Units	1	18.00
<b>Total</b>			<b>18.00</b>

*These values are provisional. The final values will be shown on the payslip.*

[Print](#)

4. Select the attachments icon to view any attached documents:

Claim name	Start date	Reference	Cut off date	Status
Additional Elements	18 Oct 2021	ADE0000000087		Authorised

Summary 

< Back to Time & Expenses

Document attachments

 Additional elements agreement.pdf 

Expense Receipts

+ Add attachment

## Additional Elements Not Authorised

Any Additional Elements claims that are not authorised will show as **'Rejected'**:

Claim name	Start date	Reference	Cut off date	Status
Additional Elements	18 Oct 2021	ADE0000000089		Rejected

Summary 

The form can be opened and amended and resubmitted.

The form will go through the authorisation process again.

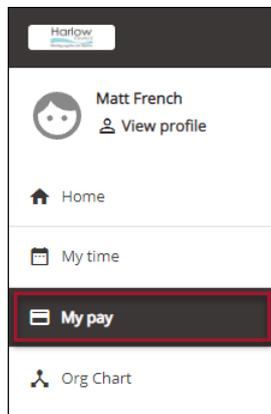
## 5. Expense Claims – coming soon

### Introduction

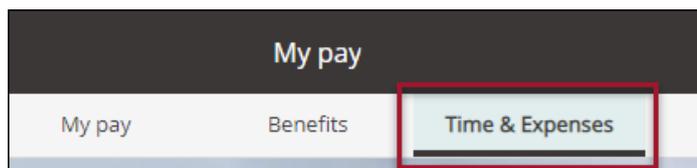
Expense claims are submitted via Employee Self Service and will be authorised or not authorised by your reporting manager.

### Adding an Expense Claim

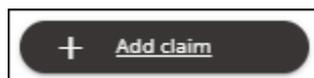
1. Select the 'My pay' section from the left-hand side:



2. Select the 'Time & Expenses' tab:



3. Select 'Add Claim':



4. Enter the appropriate date for your claim submission:

Time & Expenses claim entry: New

Start date  
22/11/2021

Job title  
Housing Officer - 000832A

Claim template  
Please choose

5. From the drop-down menu select 'Expenses':

Claim template  
Please choose

- Please choose
- Additional Elements
- Additional Hours
- Expenses**
- New Car Mileage Claims

6. Select 'New':

New

7. A new form will be opened:

< Back to Time & Expenses

Time & Expenses claim entry: (New)

Job title: Housing Officer  
Employee: Matt French

Page 1

**Expense Claim Form**

Element	Date	Receipt Number	Detail of Expense	Amount
				0.00

Save draft Submit Print

8. You are required to enter the following information:

**Element** – select from the drop-down menu

**Date**

**Receipt Number**

**Details of Expenses**– please enter any relevant details regarding the claim

**Amount**

Job title: Housing Officer  
Employee: Matt French

Page 1

Expense Claim Form

Element	Date	Receipt Number	Detail of Expense	Amount
Parking (With Vat Receipt)	22/11/2021	1	Parking for training course	8.50
				8.50

9. Multiple entries can be added, and rows can be removed by selecting the plus and minus icons at the end of each row:

Amount

8.50 + -

8.50

10. Once you are ready to submit your claim, select the '**Submit**' button:

Submit

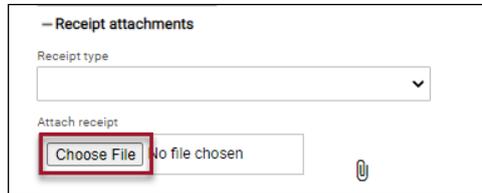
11. You must attach all relevant receipts to the claim. Scan and save your receipts

12. Select the '**plus**' icon to open the attachments section:

Password

+ Receipt attachments

13. Select '**Choose File**' and search for and select your document:



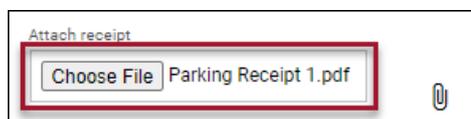
– Receipt attachments

Receipt type

Attach receipt

**Choose File** No file chosen

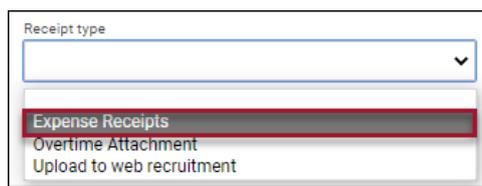
14. Your document will now show in the '**Attached receipt**' section:



Attach receipt

**Choose File** Parking Receipt 1.pdf

15. Select the '**Receipt type**' from the drop-down menu:



Receipt type

Expense Receipts

Overtime Attachment

Upload to web recruitment

16. Add further receipts if required

17. Enter your Employee Self Service password:

**Time & Expenses claim submission:**

Claim template  
Expenses

Job title  
Housing Officer

Time and expenses claim reference  
EXP0000000005

Payroll  
Harlow District Council

Start date  
22/11/2021

Comments  
Please ensure that you have attached your receipts before submitting the claim. I certify that the information that I have provided is a true record of expenses that I have necessarily incurred in the course of my official duties and that all the relevant receipts and documentation are attached. Spot checks will be performed each month and fraudulent claims will be dealt with in accordance with the policy.

Password  
\*\*\*\*\*

+ Receipt attachments

Any claims you enter will be subject to authorisation from your line manager. The status of the authorisation is shown on the summary page.

## Expense Claims Awaiting Authorisation

Claim name	Start date	Reference	Cut off date	Status
Expenses	29 Nov 2021	EXP0000000004		Awaiting authorisation

+ Add claim

## Expense Claims Authorised

- To view any claims that have been authorised, navigate to the 'Time & Expenses' tab in 'My pay':

My pay

My pay Benefits **Time & Expenses**

Time & Expenses

✓ In progress Authorised

Start date (dd/mm/yyyy) 23/11/2021 End date (dd/mm/yyyy) 30/11/2021

Search

There are no Time & Expenses claims to display

+ Add claim

2. Select the 'Authorised' link:

Time & Expenses

✓ In progress
Authorised

3. The claim will show as 'Authorised':

Claim name	Start date	Reference	Cut off date	Status	
Expenses	29 Nov 2021	EXP0000000004		Authorised	Summary

+ Add claim

5. Click the 'Summary' link to view a summary of your claim:

Claim name	Start date	Reference	Cut off date	Status	
Expenses	29 Nov 2021	EXP0000000004		Authorised	Summary

+ Add claim

< Back to Time & Expenses

---

**Time & Expenses claim summary: Expenses**

Time and expenses claim reference  
EXP0000000004

Start date  
29/11/2021

Name  
Matt French

Housing Officer Position

Payroll  
Harlow District Council

Element	Type	Time/ Units/ Miles	Cash amount
Parking (With Vat Receipt)	Units	5.99	5.99
<b>Total</b>			<b>5.99</b>

*These values are provisional. The final values will be shown on the payslip.*

Print

6. Select the attachments icon to view any attached receipts:

Claim name	Start date	Reference	Cut off date	Status	
Expenses	29 Nov 2021	EXP0000000004		Authorised	Summary 

< Back to Time & Expenses

Document attachments

 **Fuel Receipt 1.pdf** ✎ Edit  
Expense Receipts

[+ Add attachment](#)

## Expense Claims Not Authorised

Any expense claims that are not authorised will show as **'Rejected'**:

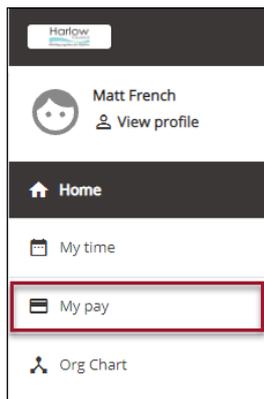
Claim name	Start date	Reference	Cut off date	Status	
Expenses	22 Nov 2021	EXP0000000006		Rejected	Summary 

The form can be opened and amended and resubmitted.

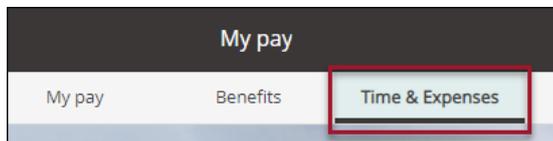
The form will go through the authorisation process again.

## 6. Claim Search

1. Log into Employee Self Service
2. Select the **'My pay'** section from the left-hand side:



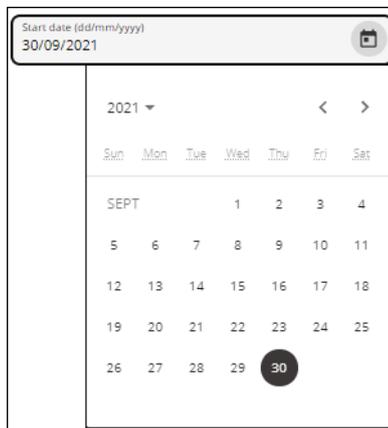
3. Select the **'Time & Expenses'** tab:



4. The date search fields will default to the end date as today's date and the start date as 7 days prior to today's date for **'In progress'** claims:

A screenshot of the claim search filters. The 'In progress' filter is selected. The start date field is set to '30/09/2021' and the end date field is set to '07/10/2021'. A 'Search' button is located below the date fields.

- The date parameters can be changed by clicking on the calendar icon and select the date:



Start date (dd/mm/yyyy)  
30/09/2021

2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- Click **Search**:



Start date (dd/mm/yyyy)  
05/09/2021

**Search**

- 
- You will be presented with your Time & Expense claims for the specified period
- To search for authorised claims, select the **Authorised** link:



Time & Expenses

**In progress** **✓ Authorised**

Start date (dd/mm/yyyy)  
05/09/2021

End date (dd/mm/yyyy)  
07/10/2021

**Search**

- Change the date parameters and click **Search**.