

MSS – Authorising time and expense claims

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1. Introduction

This guide will demonstrate how to view an Employee's Car mileage, Expenses and Overtime claims and how to authorise them.

Claims will be submitted by Employees via Employee Self Service. For all submissions including amended submissions, Managers will receive an email notification and an authorisation task in their To-do-list.

The cut-off day for claim submissions that have been authorised is the end of the month.

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

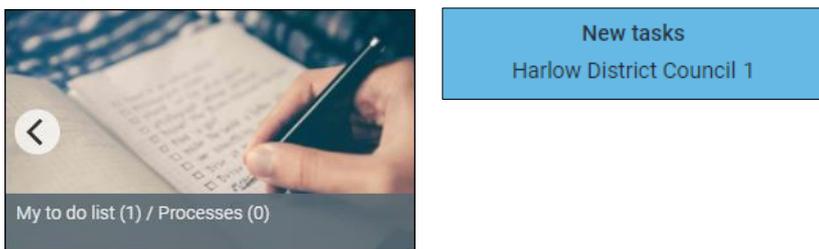
All claims approved after the 31 October will be paid in the December payroll.

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.

2. My to do List

Once an Employee has submitted a claim through Employee Self Service, you will receive an email notification and an authorisation task in Manager Self Service.

1. To access your task, log into MSS.
2. If you are currently in MSS, you will receive a pop-up message and the '**My to do list**' card will show that you have a task to authorise:



3. Clicking on the '**To do List**' card will open your list of tasks
4. The number of tasks within the 'To do list' which are awaiting action is displayed in brackets beside the header
5. To do list tasks can be filtered and sorted using the two available drop-down menus or the search box:



6. The 'To do list' displays tasks based on their due date, with tasks that are due on a closer date appearing at the top of the list
7. The authorisation task will show details of the task and a '**Due Date**' when the task must be completed:



8. Claims should be authorised within **2 days** of receiving the task. If the task is not actioned by this date, you will receive an email reminder
9. If the task is not authorised within **4 days**, your Line Manager will be notified by email that you have an outstanding authorisation task

3. Viewing a Submitted Overtime Claim

1. You can view further details regarding the claim by clicking on the **'More'** link:

18/10/2021 (1) Select all for 18/10/2021

Time & Expenses claim Matt French - ADD0000000243 (Harlow District Council) * Housing Management * Additional Hours * Due: 18/10/2021

REQUIRES AUTHORISATION **More...**

Time & Expenses claim Matt French - ADD0000000243 (Harlow District Council) *

- **Task type** Authorisation task
- **Priority** High
- **Task description** HDC HRM ESS Expenses Auth New
- **Start date** 14/10/2021

REQUIRES AUTHORISATION **...Less**

2. To view the claim in more detail, hover over the claim details and **'left click'**
3. The claim details will be opened:

Time & Expenses claim Additional Hours

Employee: Matt French
Job title: Housing Officer
Work location: Civic Centre
Reference: ADD0000000243
Payroll: Harlow District Council

Authorisation
User name: SMITHP
Authorisation status:
Reason:
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.

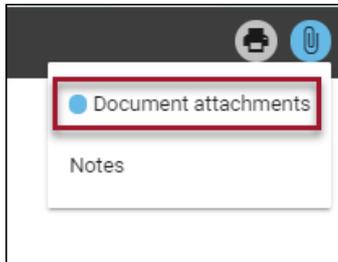
Pre - Planned Overtime for Officers SCP 23 and above
Payment for pre-planned overtime will be made at the rates appropriate to the maximum point of SCP 22.

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
First rest day = Saturday
Second rest day = Sunday

Overtime Claim form Process
Start Time, End Time and Break Time are all requirements for Audit.
These fields do not impact the Hours Worked minus Break Time Value
Please enter Hours Worked minus Break Time in Decimal i.e. 7 and a half hours as 7.5 as a true reflection of the hours worked
Minimum Claim value 0.25 (15 mins)
Maximum Claim value 10.00 (10 hours)

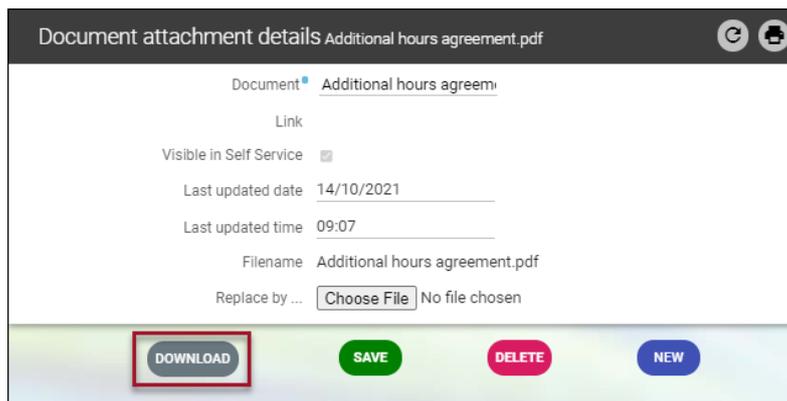
Element	Date	Start Time & End Time*	Break Time*	Reason for Overtime*	Hours Worked minus Break Time (Decimal)
Overtime At 1.5X	11/10/2021	17:30 - 19:30	0	Extra Duties	2.00

- To view any claim attachments, click on the paperclip icon at the top right of the screen and select **'Document Attachments'**:



NB. Employees must attach evidence of the agreement to work the additional hours. This could be a document or an image of an email.

- Click **'Download'** and **'Open'** to view the attachment:



- The attachment will open in a new browser
- To return to the claim, select the Time & expense claim link at the top of the screen:



4. Viewing a Submitted Mileage Claim

1. You can view further details regarding the claim by clicking on the **'More'** link:

Time & Expenses claim Matt French - TRA0000000055 (Harlow District Council) * Housing Management * New Car Mileage Claims * Due: 18/10/2021

REQUIRES AUTHORISATION **More**

Time & Expenses claim Matt French - TRA0000000055 (Harlow District Council) * Housing Management * New Car Mileage Claims * Due: 18/10/2021

- Task type: Authorisation task
- Priority: High
- Task description: HDC HRM ESS Expenses Auth New
- Start date: 14/10/2021

REQUIRES AUTHORISATION **Less**

2. To view the claim in more detail, hover over the claim details and **'left click'**
3. The claim details will be opened:

Time & Expenses claim New Car Mileage Claims MENU

Employee: Matt French

Job title: Housing Officer

Work location: Civic Centre

Reference: TRA0000000055

Payroll: Harlow District Council

Authorisation

User name: SMITHP

Authorisation status: [dropdown]

Reason: [text area]

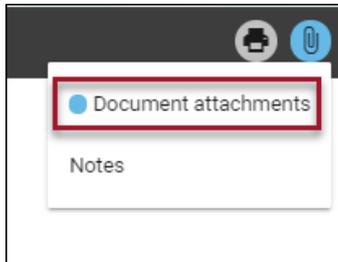
Page 1
Mileage Claim Form

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.

Vehicle: FR19 KLJ Scheme: Casual Car Mileage

Journey Date	Miles claimed	Journey From	Journey To	Reason for Journey	Receipt Number
12/10/2021	14	Harlow	Epping	Meeting	01

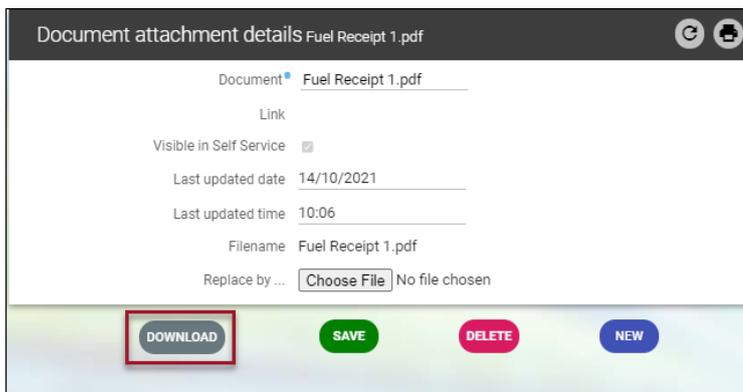
- To view any receipt attachments, click on the paperclip icon at the top right of the screen and select **'Document Attachments'**:



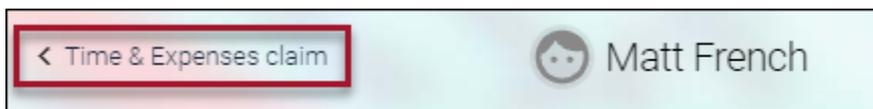
NB. Employees must attach a current VAT fuel receipt to all car mileage claims before they can be submitted.

This is a HMRC requirement and it is the Managers responsibility to check the claim receipts before authorising.

- Click **'Download'** and **'Open'** to view the receipt attachment:



- The attachment will open in a new browser
- To return to the claim, select the Time & expense claim link at the top of the screen:



5. Viewing a Submitted Expenses Claim – coming soon

1. You can view further details regarding the claim by clicking on the **‘More’** link:

Time & Expenses claim Matt French - EXP0000000001 (Harlow District Council) * Housing Management * Expenses * Due: 18/10/2021

REQUIRES AUTHORISATION **More...**

Time & Expenses claim Matt French - EXP0000000001 (Harlow District Council) * Housing Management * Expenses * Due: 18/10/2021

- Task type: Authorisation task
- Priority: High
- Task description: HDC HRM ESS Expenses Auth New
- Start date: 14/10/2021

REQUIRES AUTHORISATION **Less**

2. To view the claim in more detail, hover over the claim details and **‘left click’**
3. The claim details will be opened:

Time & Expenses claim Expenses MENU

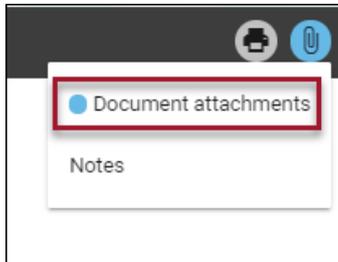
Employee: Matt French
Job title: Housing Officer
Work location: Civic Centre
Reference: EXP0000000001
Payroll: Harlow District Council

Authorisation
User name: SMITHP
Authorisation status:
Reason:

Page 1
Expense Claim Form

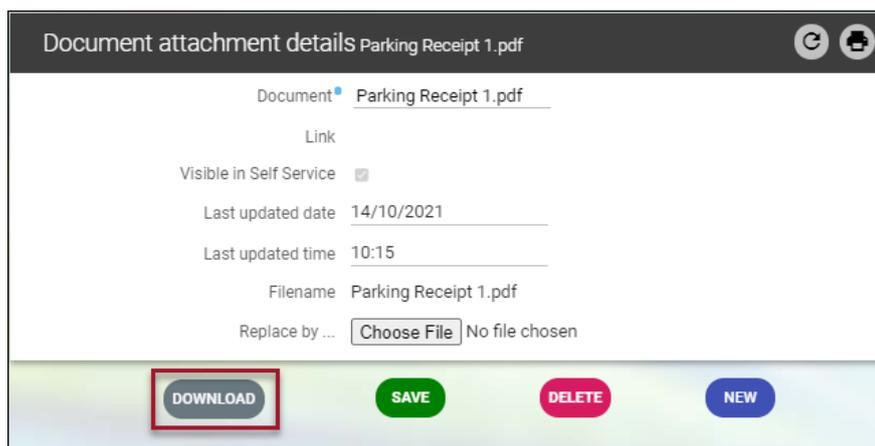
Element	Date	Receipt Number	Detail of Expense	Amount
Parking (With Vat Receipt)	11/10/2021	01	Parking	8.50
				8.50

- To view any receipt attachments, click on the paperclip icon at the top right of the screen and select **'Document Attachments'**:

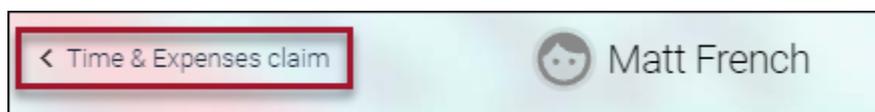


NB. Employees must attach valid VAT receipts to the claim before it can be submitted.

- Click **'Download'** and **'Open'** to view the receipt attachment:



- The attachment will open in a new browser
- To return to the claim, select the Time & expense claim link at the top of the screen:



6. Authorising a Claim

The process for authorising claims is the same for Overtime, Mileage, and Expense claims.

1. You have the option to either '**Authorise**' or '**Not Authorise**' claim submissions
2. You have two options for actioning the claim request
3. **Option 1:** Authorise from the 'To do list' by ticking the box on the task select '**Action**' and then selecting '**Authorise**' or '**Not authorise**' from the pop-up menu:



4. If there is more than one task to authorise you can use the '**select all**' for all tasks or the '**select all for**' for tasks on a certain due date
5. **Option 2:** Click on to the **task details** which will be highlighted in blue when you hover over the task or click on the **right facing arrow**:



6. This will open the claim form details page:

The screenshot shows the 'Time & Expenses claim' form details page. The form fields are: Employee: Matt French, Job title: Housing Officer, Work location: Civic Centre, Reference: ADD0000000243, Payroll: Harlow District Council. The 'Authorisation' section has a 'User name' field with 'SMITHP' and an 'Authorisation status' dropdown menu. The dropdown menu is open, showing options: 'Authorised', 'Not authorised', and 'On hold'. A red box highlights the dropdown menu.

7. Select the '**Authorisation status**' from the drop-down menu
8. If you select '**Not authorised**', provide a reason in the '**Reason**' box
9. Click '**Save**'.
10. The task will disappear from your 'To do List'

Authorised Claim

When you have authorised a claim an email notification will be sent to your Employee to notify them of the outcome of their claim and will show as authorised within Employee Self Service.

Not Authorised Claim

If the claim is 'Not Authorised', an email will be sent to your Employee to confirm your action and the reasons why.

The claim will show as '**Provisional**' in Employee Self Service to enable the Employee to amend the claim and resubmit (if required).

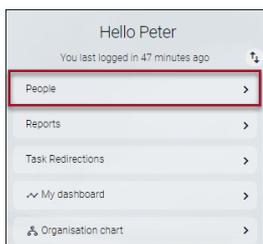
This will go through the same authorisation process as above.

Please not that if you receive the following error message for any claims “The record is locked by another process”, this is due to the person submitting the claim incorrectly exiting the claim.

If this message appears, you will have to wait 48 hours after the claim was locked for the claim to be unlocked.

7. Viewing Previous Claims

1. To access your Employee's previous claims, log into MSS and select the People section from the right-hand section's menu:



2. Search for or select the Employee from the left-hand pane:



3. The **'Person Summary'** screen will open
4. To access your Employee's previous claims, select the **'Expense Claims'** folder from the links section at the bottom of the screen:



5. To view the claim details, click on the **'Expense Claims'** link:



6. Where multiple records exist (e.g. multiple claims), you will need to select the record to view from the left-hand pane before the page will be displayed:



Any claim showing an exclamation mark is indicating that it is awaiting authorisation.

7. The **Time and Expense Claim** page is shown:

Time & Expenses claim New Car Mileage Claims MENU

Employee: Matt French
 Job title: Housing Officer
 Work location: Civic Centre
 Reference: TRA0000000055
 Payroll: Harlow District Council

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
12/10/2021	14	Harlow	Epping	Meeting	01

8. Click on **Menu** at the top of the page to access the '**Expense Summary**' link:

Time & Expenses claim New Car Mileage Claims ^ LESS

Expense Claims **Expense claim summary**

Time & Expenses claim summary New Car Mileage Claims MENU

Time & Expenses claim reference: TRA0000000055
 Start date: 11/10/2021
 Name: Matt French
 Position: Housing Officer
 Work location: Civic Centre
 Payroll: Harlow District Council
 Submitted date: 14/10/2021
 Authorised date: 14/10/2021
 Cut off date:
 Authorisation status: Authorised

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

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

9. Or click on the person's name at the top of the screen to return to the **Person Summary** screen:

