

# HOW TO CLAIM BANK HOURS

Please see the [Useful EASY Timesheets Information for Bank Staff \(EZT6\)](#) before creating a claim.

You will need to know the cost centre (a four digit alpha numeric budget code) before starting a claim.

Bank staff will claim their salary as Excess Basic Hours.

Employees should submit their claim for approval at least three working days prior to the deadline, to allow managers sufficient time to check and authorise the claim prior to the deadline.

| Monthly Paid   | Weekly Paid  |
|--|--|
| <p>Claims must be submitted and approved by the 10th of the month to be paid at the end of that month.</p> <p>For example;</p> <ul style="list-style-type: none"> <li>• Deadline - 10<sup>th</sup> November 2018</li> <li>• Pay Day - 27<sup>th</sup> November 2018</li> </ul> | <p>Claims must be submitted and approved by Midday on every Tuesday to be paid on the Thursday of the next week.</p> <p>For example;</p> <ul style="list-style-type: none"> <li>• Deadline – Tuesday 6<sup>th</sup> August, Midday</li> <li>• Pay Day – Thursday 15<sup>th</sup> August</li> </ul> |

If you enter a claim but it has not been submitted, or if the approver has received the claim but it has not been approved then there will be a delay in payment of the claim.

If you are working enhanced hours then in addition to completing the Excess Basic Hours column you also need to enter the number of enhanced hours you work in the appropriate enhancement sections. This will ensure you are paid the hourly rate plus the appropriate enhancement.

If you are already in a claim that you wish to add Excess Basic Hours to, you do not need to start a new claim, and can ignore Steps 1-5.

## Login and Create a Claim

|          |   |
|----------|---|
| <b>1</b> | Click on the <a href="#">EASY Expenses icon</a> (available on the computer desktop) or navigate to <a href="https://lpt.easy.giltbyte.com">https://lpt.easy.giltbyte.com</a> .  |
| <b>2</b> | Enter your username (employee number) and password, then click on the <a href="#">Log In</a> button.  |
| <b>3</b> | Locate the <a href="#">Self Service</a> section and click on the <a href="#">Timesheets</a> button.   |
| <b>4</b> | If you only have one assignment then your claim details will automatically reflect these.<br><br>If you have more than one assignment then you will need to select the <a href="#">Assignment</a> you wish to claim on from the drop down menu. |
| <b>5</b> | Choose the correct period for the claim by looking at the <a href="#">Input Ending Date</a> . For example, input ending 31 <sup>st</sup> October will allow you to enter a claim for the month of October.                                      |

## Salary Claims

|     |   |   |
|-----|---|---|
| 6   |    | <p>Locate the <b>Enhancements and Overtime</b> section and note the separate tabs for each week of the month. Individual claim dates will then be displayed within the relevant week.</p> |
| 7   | <p>Identify the date worked and click on the magnifying glass.</p>  |   |
| 8   | <p>Enter the cost centre that you worked on and click on the Search button. Note, you must select the cost centre/title that has <b>BANK</b> in the title.</p>  |   |
| 9   | <p>You will need to repeat steps 7 and 8 for every day that needs to be claimed.</p>  |   |
| 10  | <p>Enter the number of hours worked in the <b>Excess Basic Hours</b> section.</p>   |   |
| 10a | <p><i>Hours worked should be entered as time, please enter using a H after the number of hours.</i></p> <p><i>For example;</i></p> <ul style="list-style-type: none"> <li>• <i>Enter 1h30 if you want to claim for one and half hours</i></li> <li>• <i>Enter 2h20 if you want to claim for two hours and twenty minutes</i></li> <li>• <i>Enter 3h45 if you want to claim for three hours and forty five minutes</i></li> </ul> <p><i>Easy Timesheets will convert time in to a decimal and pay correctly.</i></p> |   |
| 11  | <p>To save the claim and to return to it later to add further lines, click <b>Save</b> at the top right of the screen.</p>  |   |
| 12  | <p>Once all claim lines have been entered click <b>Save</b>.</p>  |   |
| 13  | <p>Click <b>Submit</b> at the top right.</p>  |   |
| 14  | <p>Read and tick the box against the declaration statement, then enter the three characters from your security word.</p>  |   |
| 15  | <p>After submitting the timesheet the status of the period will change to <b>Submitted</b>.</p>   |   |
| 16  | <p>Once submitted your claim will go to the Workforce Systems Helpdesk for approval. We will then inform the appropriate approver to get them to validate and authorise your claim.</p>   |   |
| 16a | <p><i>The claim will be authorised by the Workforce systems Helpdesk once the claim has been confirmed.</i></p>   |   |
| 17  | <p>The claim the status of the claim will update to show it has been <b>authorised</b>.</p>   |   |
| 18  | <p>Once a claim has been sent to payroll the status will update to show <b>extracted</b>.</p>   |   |