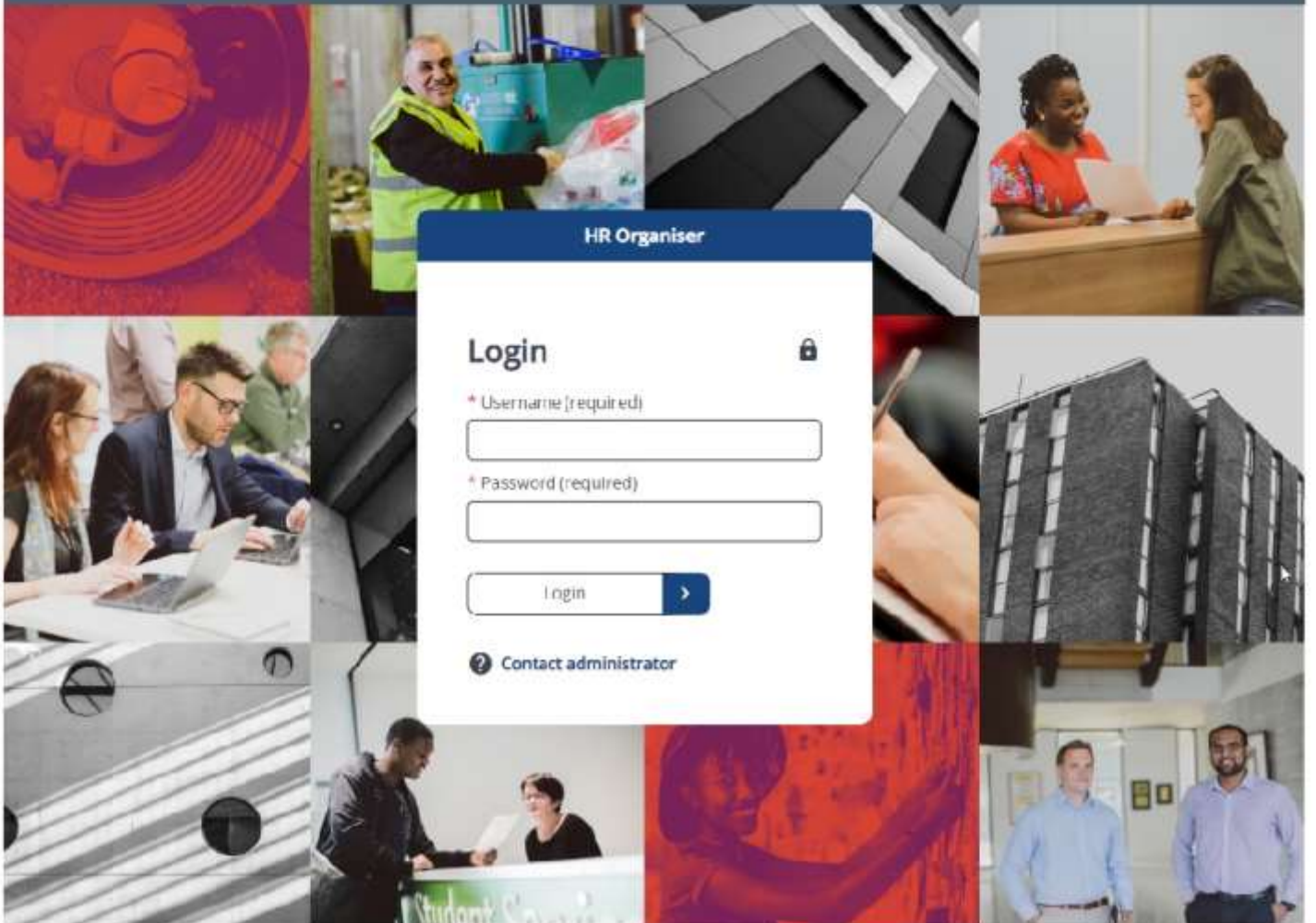




University of Essex

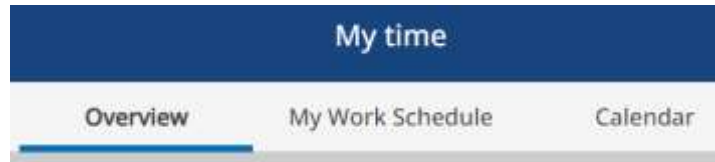
# Essex Hours

## Quick guide: Claiming for hours worked

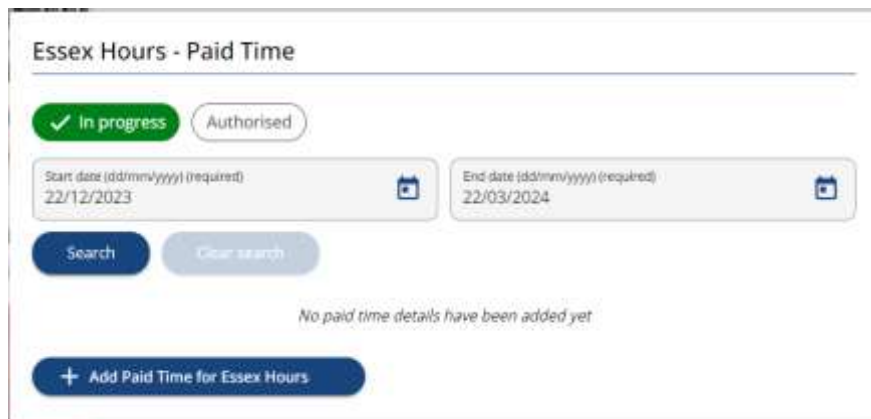


## Quick guide: Claiming for hours worked

1. Log in to [HR Organiser](#) and select 'University of Essex / UECS / WHH'.
2. Select 'My time' from the left-hand menu which will automatically open under the 'Overview' tab.



3. Scroll down the page to the 'Essex Hours – Paid time' section and click on '+ Add Paid Time for Essex Hours'.

A screenshot of the 'Essex Hours - Paid Time' form. The form has a title 'Essex Hours - Paid Time' and a status indicator 'In progress' (green checkmark) and 'Authorised' (grey button). Below the status are two date pickers: 'Start date (dd/mm/yyyy) (required)' with the value '22/12/2023' and 'End date (dd/mm/yyyy) (required)' with the value '22/03/2024'. There are 'Search' and 'Clear search' buttons. A message states 'No paid time details have been added yet'. At the bottom is a blue button with a plus sign and the text '+ Add Paid Time for Essex Hours'.

4. On the new page, to begin, enter the date worked as the 'Start date', as this will filter the options in the remaining boxes.

### Paid time

\* Start date (dd/mm/yyyy) (required)

\* Start time (hh:mm) (required)

5. Select the position in which the work was completed; this will then display a new drop-down menu from which you should select the work schedule (roster) you are claiming for:

Paid time

\* Start date (dd/mm/yyyy) (required)

13/11/2023



\* Start time (hh:mm) (required)

\* Position (required)

Graduate Laboratory Assistant (School of Computer Science and Electro... x

\* Roster (required)

Teaching (Mon 13 Nov 10:00 - Mon 13 Nov 12:00) x

- Ensure that you enter the start time **in the format HH:MM using the 24-hour clock**, for example: 3 o'clock in the afternoon would be 15:00.
- If you took an unpaid break during your shift, please ensure that you include the break length (in minutes) when recording your shift.
- Finally, enter the end date of the shift (if the shift took place within one day, this will be the same date as the start date), and the time that the shift ended (again **in the format HH:MM using the 24-hour clock**).
- There is also space to write a message for your manager, if you would like to include any comments:

Break length (minutes)

30

\* End date (dd/mm/yyyy) (required)

13/11/2023



\* End time (hh:mm) (required)

12:00

Employee comments

6. Once you have entered all the details of your shift, click the green 'Save' button. The details of this shift will then be sent to your manager for authorisation, or if your department has chosen this approval option and the claim matches the schedule then it will go straight to Payroll.

## Contact Us

Please see the [Essex Hours webpage](#) for further guidance and up to date details for online drop-in sessions. Please contact [essexhours@essex.ac.uk](mailto:essexhours@essex.ac.uk) for any feedback or further queries.