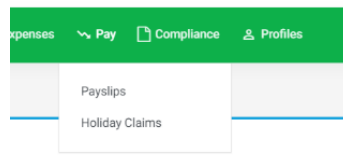


Claiming Holiday Pay on InTime

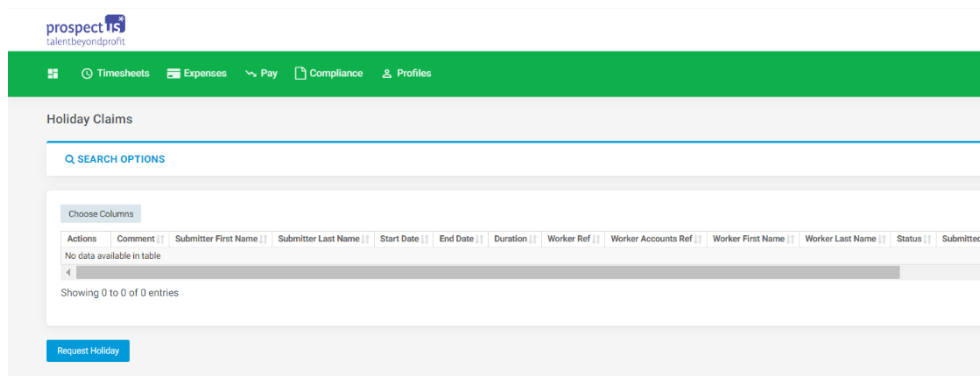
Once you have agreed your time off with your manager at your placement, you can request holiday pay through InTime if you wish to use it.

If you are not working due to illness, you can also claim your holiday pay. You can also use this feature to check how much accrued leave you have at any time.

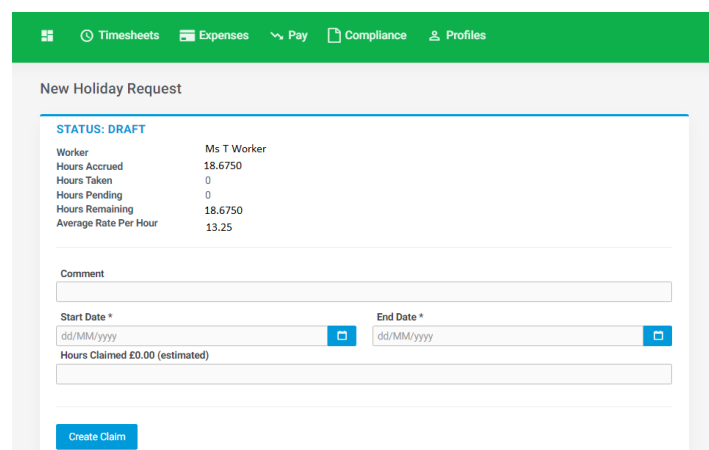
In the green menu bar, select Pay, then select Holiday Claims from the drop-down menu



This will take you to a screen which will display any holiday requests you have made. Select the blue "Request Holiday" button to create a new request.



The next screen will show you how many hours holiday you have accrued, and allow you to enter the dates and the number of hours you would like to request. The payment will be added to your payslip for the week that includes those dates.

A screenshot of the 'New Holiday Request' form in the InTime application. The form has a green header with navigation options: Timesheets, Expenses, Pay, Compliance, and Profiles. The status is 'DRAFT'. The worker's name is 'Ms T Worker'. The form displays the following details: Worker: Ms T Worker, Hours Accrued: 18.6750, Hours Taken: 0, Hours Pending: 0, Hours Remaining: 18.6750, and Average Rate Per Hour: 13.25. There is a 'Comment' field. The 'Start Date' and 'End Date' fields are both empty and have a date picker icon. The 'Hours Claimed' field shows '£0.00 (estimated)'. A blue 'Create Claim' button is at the bottom.

Once you have filled in the request, click "Create Claim", and then click "Submit Claim" to send it to Finance for processing. If the claim has not been submitted it will sit as a Draft, and it will not be visible to the Finance team.

When filling out your timesheet, please only enter the hours you actually worked, and enter any days you did not work as zero.