



List Invoices

List Advice Notes

Payslips

Holiday Claims

MY DETAILS

Name: Mrs Ex Ampl
Ref: BH-14173
Accounts Ref:
Candidate Type: PAYE
Address: United KingdomGB

CURRENT PLACEMENTS (1)

Ref	Job Title	Consultant	Client	Manager
BH-2783	Sample	Mandy Groom	Example Limited	Ex Ample

How to claim holiday

RECENT TIMESHEETS (3)

ID	Status	Placement	Job Title	Client	End Date	Pay GBP
114906	Submitted	BH-2783	Sample	Example Limited	01/11/2020	56.00
114905	Paid 03/04/2020	BH-2783	Sample	Example Limited	25/10/2020	12.00
Create	Missing	BH-2783	Sample	Example Limited	18/10/2020	5.71 *

Show all

* Estimated value based on contracted hours and default rate

RECENT EXPENSES (3)

ID	Status	Placement	Claim Date	Claim Currency	Pay GBP
613446	Paid 03/04/2020	BH-2783	21/10/2020	GBP	29.25
613447	Paid 03/04/2020	BH-2783	21/10/2020	GBP	22.20
613448	Paid 03/04/2020	BH-2783	21/10/2020	GBP	100.00

RECENT PAYSLEIPS (1)

Date	Net Pay GBP
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Select the Pay menu and Click 'Holiday Claims'

MY DETAILS

Name: Mrs Ex Ample
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Holiday Claims

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RECENT PAYSLEIPS (1)

Date	Net Pay GBP
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Holiday Claims

SEARCH OPTIONS 

Choose Columns

Show 10 entries

Actions	Comment	Start Date	End Date	Duration	Worker Ref	Worker Accounts Ref	Worker First Name	Worker Last Name	Status	Submitted	Approved
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No data available in table

Previous Next

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×

Click 'Request Holiday'

Request Holiday

New Holiday Request

STATUS: DRAFT

Worker	Mrs Ex Ample
Hours Accrued	3.07
Hours Taken	0
Hours Pending	0
Hours Remaining	3.07
Average Rate Per Hour	0.47

Comment

Start Date *

dd/MM/yyyy



End Date *

dd/MM/yyyy



Hours Claimed £0.00 (estimated)

Create Claim

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You will see a summary of your holiday history:-

- *Hours Accrued
- *Hours Taken
- *Hours Pending
- *Hours Remaining
- *Average Rate per Hour

STATUS: DRAFT

Worker Mrs Ex Ample
Hours Accrued 3.07
Hours Taken 0

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Enter holiday start and end dates, and complete the hours claimed on the holiday form.

Please note: hours claimed cannot exceed Holiday hours remaining balance.

Start Date *

dd/MM/yyyy

End Date *

dd/MM/yyyy

Hours Claimed £0.00 (estimated)

Create Claim

STATUS: DRAFT

Worker	Mrs Ex Ample
Hours Accrued	3.07
Hours Taken	0
Hours Pending	0
Hours Remaining	3.07
Average Rate Per Hour	0.47

Comment

Start Date *

29/10/2020



End Date *

29/10/2020



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Click 'Create Claim'

Create Claim

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After claim has been created go to 'Holiday Claims' under Pay Menu to review claim and submit for approval.

MY DETAILS

Name: Mrs Ex Ample
 Ref: BH-14173
 Accounts Ref:
 Candidate Type: PAYE
 Address: United KingdomGB

Holiday Claims

CURRENT PLACEMENTS (1)

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RECENT PAYSLEIPS (1)

Date	Net Pay GBP
------	-------------

Holiday Claims

SEARCH OPTIONS 

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Click 'Edit' on holiday claim recently created.

Show 10 entries

	Date	Duration	Worker Ref	Worker Accounts Ref	Worker First Name	Worker Last Name	Status	Submitted	Approved
Edit	29/10/2020	29/10/2020	2	BH-14173	Ex	Ample	Draft		

Showing 1 to 1 of 1 entries

Previous **1** Next

[Request Holiday](#)



Timesheets

Expenses

Pay

Compliance

Profiles

Holiday Request for 29/10/2020

STATUS: DRAFT

Worker	Mrs Ex Ample
Claim ID	242
Hours Accrued	3.07
Hours Taken	0
Hours Pending	2
Hours Remaining	1.07
Average Rate Per Hour	0.47

Comment

Start Date *

29/10/2020



End Date *

29/10/2020



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Review details and Click 'Submit Claim'

Update Claim

Submit Claim



Timesheets



Expenses



Pay



Compliance



Profiles

Holiday Request for 29/10/2020

STATUS: DRAFT

Worker	Mrs Ex Ample
Claim ID	242
Hours Accrued	3.07
Hours Taken	0
Hours Pending	2
Hours Remaining	1.07
Average Rate Per Hour	0.47

You have completed this task.

Comment

Start Date *

29/10/2020



End Date *

29/10/2020



Hours Claimed £0.94 (estimated)

2

Update Claim

Submit Claim