



Easy Timesheets System Guidance for Claimants and Approvers

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Introduction

The Giltbyte Easy system is the new Timesheet system adopted by NHSE and replaces the ESR3 Timesheet. It will continue its primary function as the mechanism through which staff can submit claims for additional hours worked, work undertaken during unsocial hours and certain allowances. Employed for Tax Purposes employees will also need to continue to submit claims for any hours or sessions worked through the system.

The system is designed to be used dynamically so that users can submit claims as items, either on an individual basis or collectively as opposed to submitting individual Timesheets with case or reference numbers. Although email notifications are in use, (for example an Approver will receive a notification once a claim has been submitted), Claimants can submit and view the progress and status of their claims all within one contained area of the system. Similarly, Approvers can access pending claims required for their attention within one contained space.

This guide is designed to support both NHSE Claimants and Managers with some of the central functions of the system. There are also a number of support pages within the system itself which provide useful information for navigation.

Submissions must be made and approved ahead of the NHSE monthly Payroll cut-off dates for timely payment.

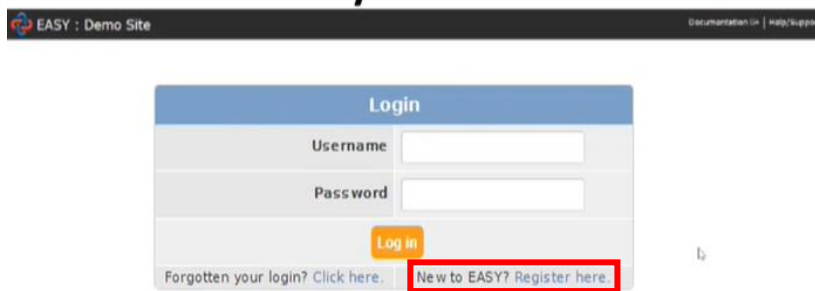
Accessing the System

The system home address is <https://nhse.easy.giltbyte.com/user/login/>.
It will work in most browsers except Internet Explorer.

You will need to be set up in ESR before being able Register and use the system.

1. Navigate to the Homepage above where you will be able to select **Register Here**.

Registering with the System



2. You will then be given the option of entering in your **employee Email Address** or **Employee Number**. This will trigger an email to your inbox containing a Token, which is a temporary password:

Hello Ross,

EASY has received a request to register you as a new user. To complete the registration process you must verify your email address by either clicking on the link below or entering the following verification token on the new user registration confirmation page.

Token: e537-W-5zh-b4e181dfb

Regards,
EASY.

Direct link: <https://demo.easy.giltbyte.com/user/register/confirm/?token=e537-W-5zh-b4e181dfb>

This is an automated message from EASY. Please do not reply to this address.

If you are experiencing any problems using or accessing the EASY system
please check the help and support page:
<https://demo.easy.giltbyte.com/support/>

3.Once you have received the token, you will just need copy and paste it back into the system. Alternatively clicking the Direct Link from within the body of the email will take you back into the system where you can create a password.

Hello Ross,

EASY has received a request to register you as a new user. To complete the registration process you must verify your email address by either clicking on the link below or entering the following verification token on the new user registration confirmation page.

Token: e537-W-5zh-b4e181dfb

Regards,
EASY.

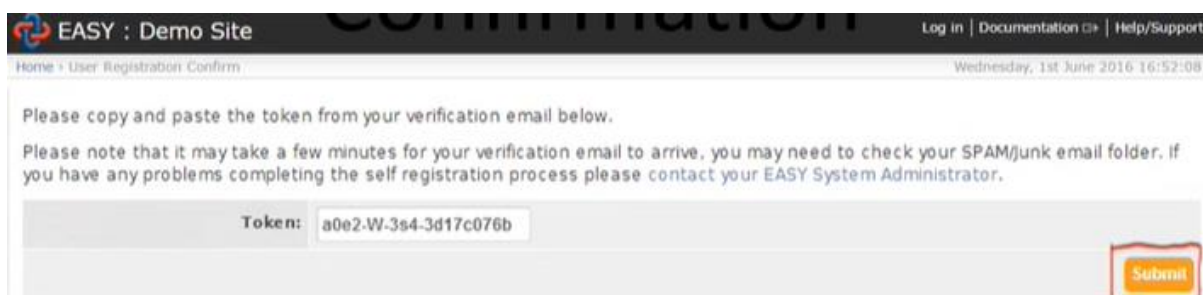
Direct link: <https://demo.easy.giltbyte.com/user/register/confirm/?token=e537-W-5zh-b4e181dfb>

This is an automated message from EASY. Please do not reply to this address.

If you are experiencing any problems using or accessing the EASY system please check the help and support page:

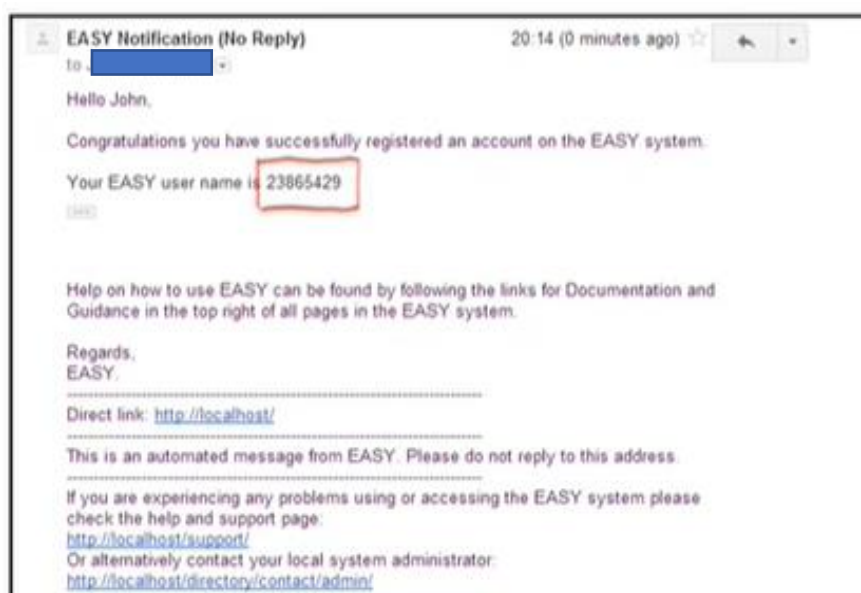
<https://demo.easy.giltbyte.com/support/>

You can copy and paste the token from the email into the field and press Submit:



The screenshot shows the 'EASY : Demo Site' header with navigation links for 'Log in', 'Documentation', and 'Help/Support'. The page title is 'Home > User Registration Confirm' and the timestamp is 'Wednesday, 1st June 2016 16:52:08'. The main content area instructs the user to 'Please copy and paste the token from your verification email below.' and notes that it may take a few minutes for the email to arrive. A text box labeled 'Token:' contains the value 'a0e2-W-3s4-3d17c076b'. A red box highlights the 'Submit' button in the bottom right corner.

4.You will then receive a further email confirming your **username** as your **ESR employee number**:



Password

Within the system, or if you have selected the direct link from the token email, you will be prompted to create a password which you will need to use each time you log into the system.

Security Word

You will then be asked to set a Security Word. The Security word acts as an electronic signature and the system will ask you for three random characters from the word at certain points within the Timesheet system, for example when submitting or approving a claim. The word needs to be a minimum of 6 characters, and a maximum of 20 characters as well as containing a combination of letters and numbers.

Set Security Word

Before you can continue EASY requires you to register a security word.

When you attempt certain actions EASY will confirm your identity by asking you for 3 characters from your security word. EASY will never ask you for your complete security word.

If you forget your security word please contact a System Administrator and they will instruct EASY to collect a new security word from you the next time you login.

Security words must be between 6 and 20 characters long, must contain only numbers and letters, and at least one of each. The case of any letters in your security word is ignored.

Please enter your new security word below and verify it with your password.

Security Word	
Retype Security Word	
Password	
Set Security Word	

The first time that you access the system you will be asked to confirm that you have read the Privacy Notice before proceeding onto the Homepage of the system.

Re-setting your log in password

If you have forgotten your login password, you can navigate to the system log-in page and select 'Forgotten your password?' Where you will be prompted to enter your Employee number or email address.

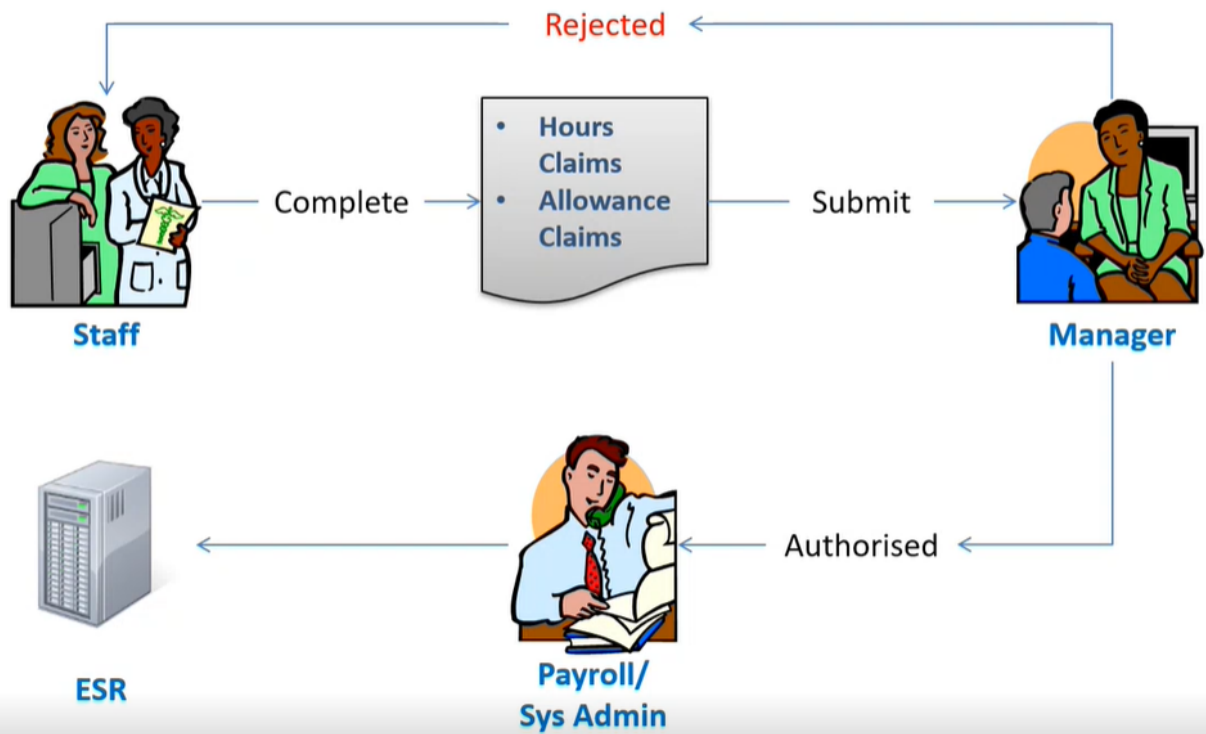
Login	
Username	
Password	
Log in	
Forgotten your password?	New to EASY? Register here.

Help

If you have any trouble accessing the system please contact HR and OD at contacthrandod@england.nhs.uk

Outline of Claims Process

Claims Process



Self-Service - MAKING HOURS CLAIMS

The **Hours Claims** option should be used to claim any additional or overtime hours worked or work carried out during unsocial hours.

The below table is a summary of the [AfC Terms and conditions](#) and rates of pay.

Type of Claim	Description	Rate	Eligibility
Additional Basic Hours	Additional hours worked at normal Rate, for example an employee on part-time hours who has worked additional hours without exceeding 37.5 hours within a week.	Normal hourly rate	Part Time employees up to 37.5 hours/week. Bands 2-9.
Overtime	Additional hours worked over 37.5 hours in a weekday, Saturday, Sunday or Public Bank Holiday	Time and a half for weekdays and weekends (including Sundays). Double Time on Bank Holidays)	Full time employees or part time employees where they've worked above 37.5 hours per week. Bands 2-7
Enhancements Weekday (between the hours 20:00 and 06:00) and Saturday Hours	Work during unsocial hours between 8pm - 6am and anytime on Saturday	Band 2 (41%) Band 3 (35%) Band 4-9 (30%)	Full-Time or Part-time employees. Part-time employees can claim enhancements in addition to additional basic hours (up to 37.5 hours per week)Bands 2-9
Enhancements Sunday/Bank Hol Hours	Claim anytime on Sunday/bank holiday	Band 2 (83%) Band 3 (69%) Band 4-9 (60%)	Full-Time or Part-time employees. Part-time employees can claim enhancements in addition to additional basic hours (up to 37.5 hours per week)Bands 2-9

Hours Claims Information

Enhancement and Overtime

An Enhancement and Overtime claim cannot be claimed for the same hours of a given day.

Part-Time Employees

Part-Time employees should only claim Additional Basic Hours until 37.5 Hours have been exceeded within a given week (from Monday to Sunday). Once this has been exceeded, relevant Overtime elements can then be claimed. Where more than one week's claims are being submitted in one go, the Employee should ensure that they have not entered overtime hours in any given week until 37.5 hours have been exceeded in that week.

Finding and Adding a new Hours claim

1. To find the Hours Claims page, expand the Self Service tab on the left hand-side of the Homepage and navigate to **Time & Attendance > Hours Claims**. This will bring you to the Hours claim landing page where you can view some employment details related to your assignment.
2. If you have more than one assignment you can select the assignment you need from the field 'Hours Claims for' at the top of the screen.
3. To add a new claim click the Add/Edit button within the banner of the 'Unsubmitted Claims' tab.

EASY : Test Site | Josephine | My Preferences | Change password | Log out | Documentation | Help/Support

Home > Self Service > Hours Claims | Saturday, 17th October 2020 08:49:51

1 Self Service

Time & Attendance

Hours Claims

Allowance Claims

Expenses

Expense Claims

Favourite Places

Vehicles

Reports

Documents

Devices

My Access

Filters

Reminders

Tasks

Hours Claims for: Josephine Hibberd (11038322): Nurse (EN) - Band 5 (No active claims) **2**

Employee Information

Last Name	Hibberd	First Name	Josephine
Assignment Number	11038322	NI Number	OC324703V
Position	51914136: Nurse (EN) - Band 5	Contracted Hours	37.500
Payscale & Spinal Point	XN05 280 Non Review Body Band 5	Date Joined NHS	6th January 2003
Assignment Start Date	30th October 2017		

Unsubmitted Claims (0) **3** **Add/Edit**

No unsubmitted claims found

Submitted Claims (0)

No submitted claims found

Authorised Claims (0)

No authorised claims found

Rejected Claims (0)

No rejected claims found

Recently Processed Claims **View All Processed Claims**

No processed claims found

You can expand or narrow these windows by selecting the scroll bars at the side or bottom.

Making an Hours Claim Fields

Enter the date manually or using the calendar icon. No future dates can be accepted. The maximum time a date can retrospectively be claimed is 3 months.

The system will automatically allot a half an hour meal break for entries over 6 hours. This can be cleared, and the system will flag that no break was taken. You can also enter a longer break.

Worked Hours – This is the total hours worked for the day.
Contract – You should complete this field where any of the hours worked were part of your contracted hours.

For Part-Time employees the **Add. Basic field** will also become available.

The **Enhancement** and **Overtime** fields will become available depending on the day and time selected.

Hours Claims																			
Date	Shift/Project Related	Shift Times		Meal Breaks	Reason	Worked	Contract	Add. Basic	Enhancements					Overtime					
		Start	End						Sat.	Sun.	Night	Unsoc.	P. Hol.	Plain.	Week.	Sat.		Sun.	P. Hol.
09 May 2022 Monday		17:00	18:00		Overtime	1.00									1.00				

This field is disabled by default.

Complete the Shift Times – the system uses a 24hour clock but recognises am and pm (i.e. entering 8pm will equate to 20:00).

Select a reason for the claim.

There are 4 icons on the right-hand side.

Speech bubble will allow you to enter a reason for the claim

+ will allow you to enter another claim

++ will replicate the current claim, minimising the number of changes required if you have to make a very similar claim.

The last icon will remove the claim.

Additional Information:
Transition Project

Saving and submitting the claim

There are 3 options on the top right-hand side of the Hours Claim window. If you need to add more items to the current claim, you can save the request and return to it at a later date. Pressing Reset will re-move everything you've already entered. Whilst submit will progress the claim straight onto the approval stage. If you submit the claim, you will be prompted for your memorable word.

Save

Reset

Submit

Hours Claims

Date	Shift/Project Related	Shift Times		Meal Breaks	Reason	Worked	Contract	Add. Basic	Enhancements					Overtime					
		Start	End						Sat.	Sun.	Night	Unsoc.	P. Hol.	Plain.	Week.	Sat.	Sun.	P. Hol.	
03 May 2022		17:00	18:00		Urgent Project	1.00									1.00				
03 May 2022		17:00	18:00		Workload	1.00									1.00				

Checking the status of your claim and viewing historical claims

Within the Hours Claim landing page you can view; any saved claims, your submitted claims and their status, historically accepted claims as well as claims which have recently been processed and sent to Payroll Services for Payment. To note, for NHSE, approved claims will automatically appear in the Accepted Claims tab.

Hours Claims for Jeffrey Hackland (96168532): HCSW - Band 2 (2 active claims) ▼

Employee Information												
Last Name		Hackland					First Name		Jeffrey			
Assignment Number		96168532					NI Number		XH221453P			
Position		83187899: HCSW - Band 2					Contracted Hours		37.500			
Payscale & Spinal Point		XN08 510 Non Review Body Band 8 Range A					Payroll		999 Monthly Shropshire CCG			
Assignment Start Date		1st April 2013					Date Joined NHS		1st December 1986			
Unsubmitted Claims (1) Add/Edit Withdraw Submit												
☐	Date	Start Time	End Time	Reason	Worked	Contract	Add. Basic	Enh'ments	Overtime	      		
☐	Mon, 2nd May 2022	13:00	14:00	Overtime	1.00 Hrs.				P.Hol. 1.00 Hrs.			
Totals					1.00 hour				1.00 hour			
Submitted Claims (1) Withdraw Unsubmit												
☐	Date	Start Time	End Time	Reason	Worked	Contract	Add. Basic	Enh'ments	Overtime	       		
☐	Mon, 9th May 2022	17:00	18:00	Overtime	1.00 Hrs.				W.day 1.00 Hrs.			
Totals					1.00 hour				1.00 hour			
Authorised Claims (0)												
No authorised claims found.												
Accepted Claims (0)												
No accepted claims found.												
Rejected Claims (0)												
No rejected claims found.												
Recently Processed Claims View All Processed Claims												
No claims extracted in the last 30 days.												

Pending and Saved Claims

You can return to a pending claim you have saved at any time by returning to [Self-Service-Hours> Claims](#) and expanding the 'Unsubmitted Claims' tab. You can edit a particular claim in the list by:

1. clicking in the blank box on the left-hand side of it and
2. selecting 'Add/Edit' at the top right-hand side.

Unsubmitted Claims (2)											2	Add/Edit	Withdraw	Submit
☐	Date	Start Time	End Time	Reason	Worked	Contract	Add. Basic	Enh'ments	Overtime					
1 ☒	Mon, 2nd May 2022	13:00	14:00	Overtime	1.00 Hrs.				P.Hol. 1.00 Hrs.					

To add further claims to the list, simply click on the [Add/Edit](#) option.

Unsubmitted Claims (2)											Add/Edit	Withdraw	Submit
☐	Date	Start Time	End Time	Reason	Worked	Contract	Add. Basic	Enh'ments	Overtime				
☐	Mon, 2nd May 2022	13:00	14:00	Overtime	1.00 Hrs.				P.Hol. 1.00 Hrs.				
☐	Tue, 3rd May 2022	17:00	18:00	Overtime	1.00 Hrs.				W.day 1.00 Hrs.				
Totals					2.00 hours				2.00 hours				

Messages and warnings

There are a number of icons located at the right-hand side of the claims list. In the example below, the **additional information** that was entered onto the claim is available to view by hovering over the **speech bubble icon**. A **warning message** has also appeared on these claims because the system has detected that there is a potential duplication.

Add/Edit Withdraw Submit						
Overtime						
W.day 1.00 Hrs.						
W.day 1.00 Hrs.						
2.00 hours						

Withdrawing and un submitting a claim

You can withdraw a single or group of submitted claims so long as they haven't been accepted by your Line Manager. From the Hours Claims page,

1. navigate to the Submitted Claims tab and select the claim(s) using the tick box on the left-hand side of the window. Selecting the blank box at the top of the column will select all claims.
2. Select **Withdraw** to remove the claim(s) altogether or **Unsubmit** to place the claim(s) back into your unsubmitted tab to make further amendments.

Submitted Claims (3)											2		Withdraw	Unsubmit			
☐	1	Date	Start Time	End Time	Reason	Worked	Contract	Add. Basic	Enh'ments	Overtime							
☒		Tue, 3rd May 2022	17:00	19:00	Workload	2.00 Hrs.				W.day 2.00 Hrs.							
☐		Mon, 16th May 2022	09:00	17:00	Urgent Project	7.50 Hrs.	6.50 Hrs.	1.00 Hrs.									

Checking the status of Submitted and Accepted Claims and Rejected Claims

You can check the status of **submitted** and **Accepted claims** at any time by clicking into the scroll icon next to the claim. This will tell you when the item was submitted, who is scheduled to approve it, and when it was approved.

Withdraw Unsubmit									
Overtime									
W.day 1.00 Hrs.									
1.00 hour									

Rejected Claims

You can view any rejected claims under the Rejected Claims tab along with the reason why it was rejected.

The date of rejection and reason can be view by clicking into the scroll icon as well as the paper icon at the end of the row.

Rejected Claims (1)										Edit Withdraw Unsubmit								
☐	Date	Start Time	End Time	Reason	Worked	Contract	Add. Basic	Enh'ments	Overtime									
☐	Mon, 9th May 2022	17:00	18:00	Overtime	1.00 Hrs.				W.day 1.00 Hrs.									

If you need to re-submit the claim due to error, select the claim(s) and then select **Unsubmit**. This will put the claim back into your unsubmitted claims where you can correct it and re-submit.

Self-Service Allowance Claims including Employed for Tax Purposes Employee claims

Self-Service Allowance Claims should be used for eligible Employees to claim for Call out Hours, as well as Employed for Tax Purposes colleagues who need to claim hours worked. The below table is a summary of the [AfC Terms and conditions](#)

Type of Claim	Description	Rate
Call Out Standard Hours	Employee has to be on an oncall rota and be in receipt of an on-call allowance. If the Employee doesn't already have this, it can be requested using an ESR2 form.	Time and a half for weekdays and weekends (including Sundays)
Call Out Bank Hol Hours	Employee has to be on an oncall rota and be in receipt of an on-call allowance. If the Employee doesn't already have this, it can be requested using an ESR2 form.	Double Time

Allowance Claims – Information

Call out

To be able to claim for the call-out allowance you must be eligible and in receipt of the OnCall Allowance. This can be added to an Employee's Electronic Staff Record (ESR) Profile using an ESR2 form.

Employed for Tax Purposes Employees

Employed for Tax Purposes Employees will claim either the hours or sessions worked, the system will detect whether you are a sessional or hourly worker. Those claiming sessions or half-day sessions cannot claim for more than 2 sessions in a given day.

The rate of pay will reflect the number of hours or sessions claimed against the hourly or sessional rate as held on the assignment in ESR. **Please ensure that this is known before making the claim.**

If you have more than one assignment, it is important that you have selected the correct assignment from the drop down list prior to starting the claim.

Finding and making an Allowance Claim

1. As with Hours claims, to find the Allowance Claims page, expand the Self Service tab on the left hand-side of the Homepage and navigate to **Time & Attendance > Allowance Claims**. This will bring you to the Allowance claims landing page where you can view some employment details related to your assignment.
2. If you have more than one assignment you can select the assignment you need from the field 'Allowance Claims for' at the top of the screen.
3. To add a new claim, click the Add/Edit button within the banner of the 'Unsubmitted Claims' tab.

The screenshot shows the 'Allowance Claims' page. On the left is a 'Self Service' sidebar with a dropdown menu. The main area displays assignment details and claim status sections.

1 points to the 'Allowance Claims' link in the sidebar menu.

2 points to the 'Allowance Claims for' dropdown menu at the top, which is currently set to 'Jeffrey Hackland (96168532): HCSW - Band 2 (No active claims)'.

3 points to the 'Add/Edit' button in the 'Unsubmitted Claims (0)' banner.

Assignment Details		NI Number	
Assignment Number	96168532	NI Number	XH221453P
Position	83187899: HCSW - Band 2	Contracted Hours	37.500
Payscale & Spinal Point	XN08 510 Non Review Body Band 8 Range A	Payroll	999 Monthly Shropshire CCG
Assignment Start Date	1st April 2013	Date Joined NHS	1st December 1986

Unsubmitted Claims (0)

No unsubmitted claims found.

Submitted Claims (0)

No submitted claims found.

Authorised Claims (0)

No authorised claims found.

Accepted Claims (0)

No accepted claims found.

Rejected Claims (0)

No rejected claims found.

Recently Processed Claims

[View All Processed Claims](#)

You can expand or narrow these windows by selecting the scroll bars at the side or bottom.

Making an Allowance Claim Fields

Enter the date of the claim

This field is left blank by default

Enter the number of sessions or Hours to be claimed

In this example a Rate is shown, however this won't be used for NHSE

Additional Allowances									
Date	Allowance Type	Shift/Project Related	Shift Times		Reason	Claimed	Rate	Payable	
			Start	End					
06 May 2022 Friday	On Call				*****	1.00 sessions	16.00	£ 16.00	

Select the Allowance Type. For NHSE employees, this will either be **Call Out** or **Work Done** depending on the day selected or status of Employee

For **Call Out Claims** No Shift Times will be asked, however **Employed for Tax Purposes Employees** will be asked for times.

There are 4 icons on the right-hand side.

Speech bubble will allow you to enter a reason for the claim.

+ will allow you to enter another claim

++ will replicate the current claim, minimising the number of changes required if you have to make a very similar claim.

The last icon will remove the claim.

Additional Information:

Transition Project

Saving and submitting a claim

There are 3 options on the top right-hand side of the Hours Claim window. If you need to add more items to the current claim , you can save the request and return to it at a later date. Pressing Reset will re-move everything you've already entered. Whilst submit will progress the claim straight onto the approval stage. If you submit the claim, you will be prompted for your memorable word .

Home > Self Service > Allowance Claims > Joann Stokes (04589916): Nurse Specialist > Add/Edit

Wednesday, 11th May 2022 09:30:31

Joann Stokes (04589916): Nurse Specialist

Save Reset Submit

Additional Allowances

Date	Allowance Type	Shift/Project Related	Shift Times		Reason	Claimed	Rate	Payable
			Start	End				
07 May 2022 Saturday	Work Done		09:00	12:30	*****	3.50 hours		

Viewing, editing, and withdrawing claims

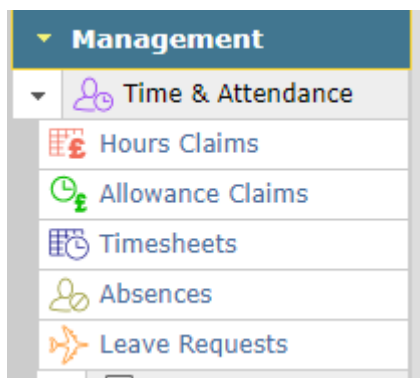
You can add to or edit saved claims, or withdraw them. You can also view the progress of claims and any historical or rejected claims. Please refer to pages 13-15.

Manager-Self Service

The system is set up so that claims will automatically be sent to the Claimant's Line Manager as held in the Electronic Staff Record (ESR).

If you require access to the system, please follow the guidance at the beginning of this guide.

As a Line Manager, you will receive notifications via email for any pending claims intended for your attention. They can also be found with the system itself by expanding the Management tab on the left-hand side menu and clicking into the either Hours Claims or Allowance Claims. Please note you will need to check both areas to see both types of claim.



This will open up a new view from which you can see a list of individuals who have submitted claims.

Clicking into the individual's name will display the profile of the individual, showing their pending and submitted claims as well as their historical and recently processed claims.



Expanding the Submitted Claims tab will display claims which require your attention.

Reviewing and Authorising claims

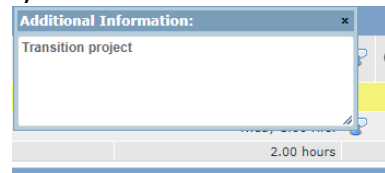
Claims can be approved or rejected on an individual basis or collectively. Individual items can be selected using the tick-box on the left hand-side of the view. To approve or reject all items, click in the empty tick box at the top of the column to highlight them and **authorise** or **reject** accordingly.

Select all claims or individual items from the list

Any warning messages can be viewed, e.g. is the claim a duplicate?

Submitted Claims (2)										Reject		Authorise			
☐	Date	Start Time	End Time	Reason	Worked	Contract	Add. Basic	Enh'ments	Overtime						
☒	Tue, 3rd May 2022	17:00	18:00	Workload	1.00 Hrs.				W.day 1.00 Hrs.						
☐	Tue, 3rd May 2022	17:00	18:00	Urgent Project	1.00 Hrs.				W.day 1.00 Hrs.						
Totals					2.00 hours				2.00 hours						
Authorised Claims (0)															
No authorised claims found.															

View any comments the Claimant has made.



Clicking into the scroll will tell you the current status of item.

Rejecting a claim

You can reject an individual item or all of the claims in one go by selecting one or more of the tick boxes on the left-hand side as above. When rejecting an single item or all of the claim, you will be prompted to enter a reason for the rejection. To note that if all items are selected for rejection at once, the rejection reason will be the same for all.

Please supply a rejection reason:

Duplicate Entry

Cancel

Reject

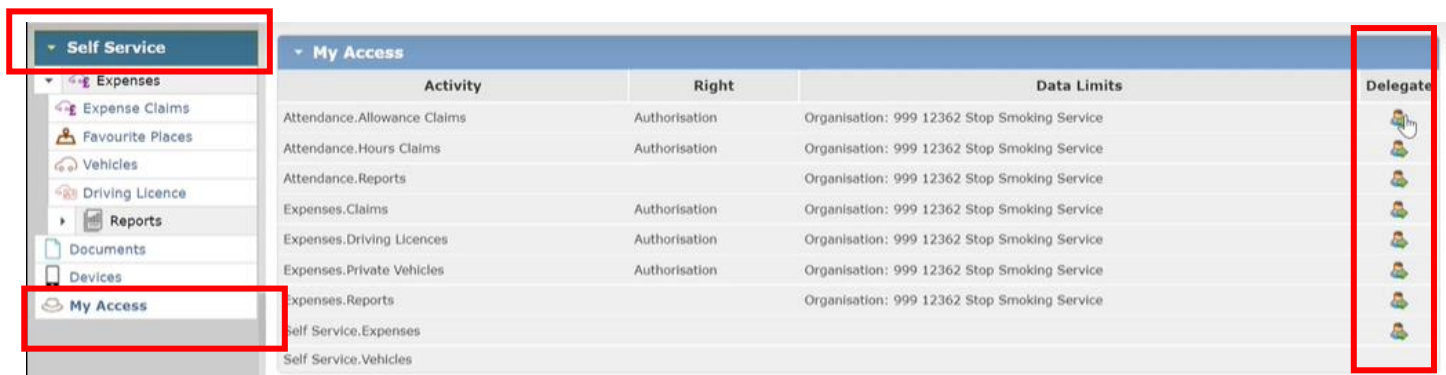
Manager Delegation

Sometimes it may be necessary to delegate claims to an appropriate individual, in the event that a Manager is on leave.

Delegating Your Claims Activities

You will find the option to delegate claims under **Self Service>My Access**. You will see a list of activities that are assigned to your account with an icon to Delegate any of these activities in the right-hand side column. To delegate all Allowance or Hours Authorisation claims, select Attendance.Allowance.Claims or Attendance.Hours.Claims respectively.

Clicking into the  icon will allow you to search for and select the individual you need to delegate access to, providing that they are fully registered onto the system.



The screenshot displays the 'Self Service' menu on the left, with 'My Access' selected. The main area shows a table of activities under the 'My Access' section. The table has columns for Activity, Right, Data Limits, and a 'Delegate' column containing person icons. The 'My Access' menu item and the 'Delegate' column are highlighted with red boxes.

Activity	Right	Data Limits	Delegate
Attendance.Allowance.Claims	Authorisation	Organisation: 999 12362 Stop Smoking Service	
Attendance.Hours.Claims	Authorisation	Organisation: 999 12362 Stop Smoking Service	
Attendance.Reports		Organisation: 999 12362 Stop Smoking Service	
Expenses.Claims	Authorisation	Organisation: 999 12362 Stop Smoking Service	
Expenses.Driving Licences	Authorisation	Organisation: 999 12362 Stop Smoking Service	
Expenses.Private Vehicles	Authorisation	Organisation: 999 12362 Stop Smoking Service	
Expenses.Reports		Organisation: 999 12362 Stop Smoking Service	
Self Service.Expenses			
Self Service.Vehicles			

You can search for an individual using the spyglass next to the Recipient Field. Once you have found them, select the date from which the delegation should run from and to and click Delegate to complete.

Delegate

▼ Access Details

Activity	Attendance.Allowance Claims
Right	Authorisation
Data Limits	Organisation: 999 12362 Stop Smoking Service

▼ Delegation Details

Recipient	
Effective from	
Effective to	

You will then see confirmation of the delegation in the [My Access Homepage](#).

Any Activities which have been delegated to you can also be viewed under 'Received Access Delegations.'

You can change the duration of the Delegation at any time by returning to the My Access Homepage and clicking on the pencil icon next to the activity you wish to extend or reduce. This will enable you to change the Effective from and Effective to Dates.

▼ Delegated Access				
Delegated To	Activity	Right	Effective From	Effective To
	Expenses.Claims	Authorisation	1 Apr 2020	
	Expenses.Claims	Authorisation	1 Oct 2020	
▼ Received Access Delegations				
Delegated By	Activity	Right	Effective From	Effective To
I	Expenses.Claims	Authorisation	2019-04-01	
▼ Who can ***** my *****				
				Show Only Active Assignments ☒
Waiting for query				