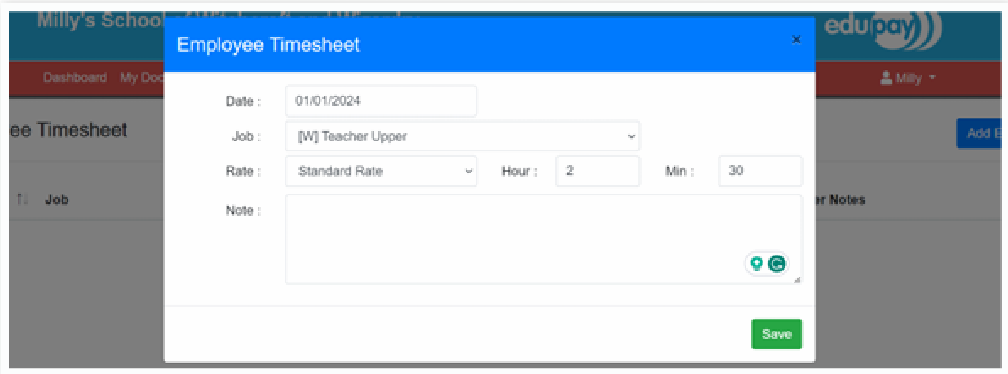
## Entering timesheets and expenses

1. Go to the **My Timesheets** tab and select **This Month** in the drop-down menu
2. Click on the **'Add Entry'** button
3. Add the **Date** when the overtime was done
4. Choose the relevant job role for the hours from the **Job** drop-down menu
5. Select the appropriate rate from the **Rate** drop-down menu
6. Specify the duration of the overtime in the **Hour** and **Min** boxes. Please note: EduPay restricts entries to a maximum of 12 hours per date
7. Include any **Notes** as needed
8. Click the **'Save'** button to view the total overtime figure, and after confirming its accuracy click the **'Submit'** button

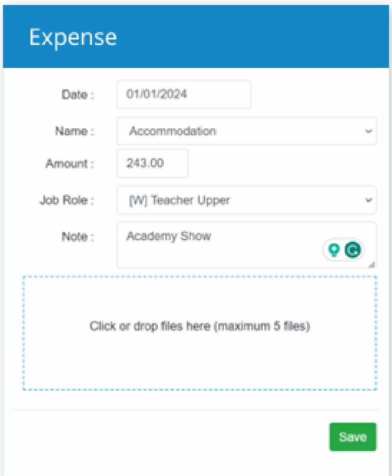



The overtime will then appear for approval by the employee's line manager/payroll manager or administrator in their **Notifications** tab on their dashboard.

### Entering expenses

To add an expense claim, the process is very similar to how you submit a timesheet. Again, you need to be in the **Employee View** for the employee you are entering an expense for.

1. Go to the **Expenses** tab and select **Current** from the drop-down menu
2. Click on the **'Add Entry'** button
3. Add the **Date** that the expense claim is for
4. Choose the relevant expense **Name** from the drop-down menu
5. Enter the amount of the expense. If mileage, enter the number of miles
6. Specify the **Job Role** this was under in the drop-down menu
7. Include any **Notes** as needed
8. Include any **files,** such as receipts or invoices
9. Click the **'Save'** button to view the total figure and after confirming its accuracy, click the **'Submit'** button




The expense will then appear for approval by the employee's line manager/payroll manager or administrator in their **Notifications** tab on their dashboard.