



CASUAL WORKERS' GUIDANCE ON MAKING IRREGULAR CLAIMS THROUGH SELF SERVICE ON RESOURCELINK

This guidance applies only to those working as a Casual.

1. Normal (Non-Bank Holiday) Claims

When working at times other than Bank Holidays, Casual Workers should claim for all casual hours worked by selecting the relevant rate from the drop down menu on Self Service (ResourceLink) and inputting the actual hours worked (Casual hours @ 1.00). In general, breaks during the work period are unpaid and should not be included in the hours claimed. It is the decision of a senior manager that a break can be paid and the break should not be claimed for payment unless explicit permission has been given

Once the claim has been input, your supervisor / manager will be notified that the claim is awaiting approval. Once approved it will be automatically fed into the payroll system.

ResourceLink Self-Service can be found

<https://myemployment.coventry.gov.uk/dashboard/dashboard-ui/index.html#/index/main> The next deadline for submitting claims is shown on the self-service log-in screen.

2. Bank Holiday Claims

The enhanced rate for bank holidays depends on whether it is a Bank Holiday or the 25th December. The 25th December is paid at triple time, whether or not it is designated as a bank holiday. All other bank holidays, including Christmas Day if this is not on 25th December are paid at double time.

The required entries to ResourceLink are described below:

2.1. For 25th December only

Work on the 25th December is paid at triple time. It is important to note that this only applies to this specific date, regardless of whether or not this is the designated Bank Holiday.

Payments are claimed by selecting both

- The actual number of hours worked at plain time (input to Casual Hours @ 1.0) from the drop down screen and.
- The actual number of hours worked at double time (input to Casual Hours @ 2.0) from the drop down screen

For example, if an 8-hour shift is worked on 25th December (plus an unpaid break) then the claim would be:

Casual @ 1.00: 8-hours

Casual @ 2.00: 8-hours

To give the total payment of 8-hours at triple time.

2.2. All other Bank Holidays

For all other bank holidays, including Christmas Day if it is not the 25th December, work is paid at double time.

Payments are claimed by selecting both

- The actual number of hours worked at plain time (input to Casual Hours @ 1.0) from the drop down screen and.
- The actual number of hours worked at Bank Holiday (input to Bank Holiday hours @ 1.0) from the drop down screen

For example, if a 7½ -hour shift is worked on Easter Monday (plus an unpaid break) then the claim would be:

Casual @ 1.00: 7.50 hours

Bank Holiday @ 1.00: 7.50 hours

To give the total payment of 7½ hours at double time.

Failure to follow this guidance may result under/overpayments in pay.

Further queries should be emailed to payroll.queries@coventry.gov.uk