Overview
This guide outlines the process required for a part-time staff member to submit a request to claim additional hours. Additional hours are defined as:

- Hours worked within the part-time staff member’s normal span of hours
- Hours are paid at the staff member’s normal hourly rate (should overtime rates be required, use the current overtime form)
- No more than 11 hours per day can be claimed
- Ad-hoc work and for no longer than 3 months

Positions Responsible
Part-time staff

System Steps
1. Login to FlindersPro
2. Go to the ‘Actions’ tab and select ‘Claim Additional Hours (Part Time Staff)’
3. Enter the date and number of additional time worked.
   Additional days can be added by using ‘+Add New Date’ and lines can be removed by using the X on the right of the line.
4. Confirm the account number to which the additional hours will be charged.

5. If you wish to charge the additional hours to a different account number, select ‘Yes’ and enter the complete account number.

   Note: The account number will not be accepted unless it is a valid salary account code in the HR system and is in the correct format:

   (Entity XX – Cost Centre XXX – Project XXXXX – Natural Account XXXX)

6. Provide justification for the additional hours worked and complete the declaration

7. Click ‘Submit’

Next Stage

The form will now be submitted to your Supervisor to action the ‘Claim Additional Hours’ request. If approved, you will be paid for the additional hours worked at your normal rate of pay on the next available pay run. Upon approval, you will receive an email notifying you of this.

If the request is rejected, an email notification will be sent to you detailing that the claim for additional hours request has been rejected and the process will cease.