

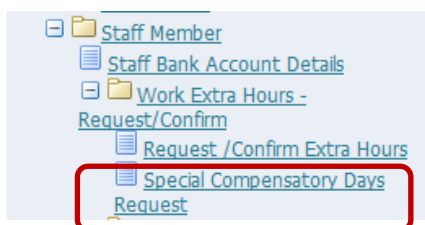
REQUESTING TO WORK EXTRA HOURS - Special Compensatory Days Request

When to use this option:

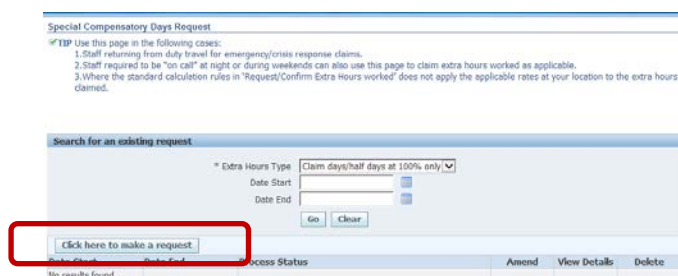
- I. Staff returning from duty travel for emergency/crisis response claims. See guideline in WHO eManual – [III.6.7 Overtime and compensatory leave](#), under Related content section - [Compensatory leave for Emergency Response in Crisis](#). To note these requests should be submitted within 4 weeks from duty travel return date.
- II. Staff required to be “on call” at night or during weekends can also use this page to claim extra hours worked as applicable. See guideline in WHO eManual – [III.6.7 Overtime and compensatory leave](#), under Related content section - [Overtime scheme for IT staff at HQ](#).
- III. Where the standard calculation rules in ‘Request/Confirm Extra Hours worked’ does not apply the applicable rates at your location to the extra hours claimed.

Step 1 of a 3 step process: - Staff member makes a Special Compensatory Days Request

1. From the GSM menu, click **Staff Member > Work Extra Hours – Special Compensatory Days Request**.



2. Special compensatory days request page opens.
3. To make a new request, click the button ‘Click here to make a request’.



Special Compensatory Days Request

TIP Use this page in the following cases:

1. Staff returning from duty travel for emergency/crisis response claims.
2. Staff required to be “on call” at night or during weekends can also use this page to claim extra hours worked as applicable.
3. Where the standard calculation rules in “Request/Confirm Extra Hours worked” does not apply the applicable rates at your location to the extra hours claimed.

Search for an existing request

* Extra Hours Type: Claim days/half days at 100% only

Date Start: [] []

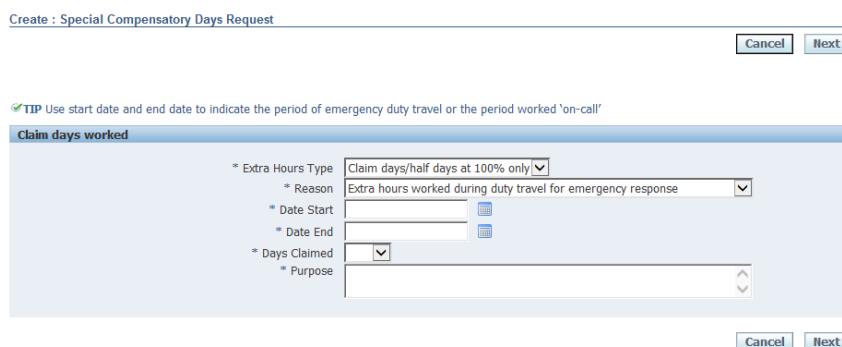
Date End: [] []

Go Clear

Click here to make a request

Date Start	Date End	Access Status	Amend	View Details	Delete
No results found.					

4. A new page appears for completion – detail in next steps.



Create : Special Compensatory Days Request

Cancel Next

TIP Use start date and end date to indicate the period of emergency duty travel or the period worked 'on-call'

Claim days worked

* Extra Hours Type: Claim days/half days at 100% only

* Reason: Extra hours worked during duty travel for emergency response

* Date Start: [] []

* Date End: [] []

* Days Claimed: []

* Purpose: []

Cancel Next

- Using the dropdown list, chose the relevant reason for your request.

- Enter start and end dates which indicate the period you worked the extra hours .

- Enter the number of days or half days you are claiming (**do not enter hours**).
- Enter a clear purpose for working extra hours, then click 'Next' and then 'Submit'.
- Your request is forwarded to your supervisor for approval.

In the Search page, your request will be indicated as "Pending Approval" until your supervisor approves. Only the view details button is enabled so you can check what you have already submitted. *Do not submit multiple requests for the same dates – if you do a warning message will trigger to alert you that you are making a duplicate request.*

- To view your submitted requests go to back to the Search page.

Date Start	Date End	Process Status	Amend	View Details	Delete
05-Apr-2017	30-Apr-2017	Pending approval: Request to Claim days/half days at 100% only			

Step 2: Supervisor approves the Special Compensatory Claim request

- Supervisor receives a worklist notification that a Request for Claim days /half days at 100% is pending approval.

From	Type	Subject	Sent	Due
ROB, Grace C.	Extra Hours	Request for Claim days/half days at 100% only for ROB, Grace C. requires your approval.	08-Jun-2017	

- Supervisor clicks on the link to open the request. He/she reviews the days claimed and can see in the top right hand corner how much compensatory leave the staff member currently has available.

13. Supervisor can approve the request, or may reassign the request to the person who was supervising the staff member during extra hours period if appropriate, or request the staff member for more information.

GSM Home Page >

Request for Claim days/half days at 100% only for ROB, Grace C. requires your approval.

Approve Reject Reassign Request Information

From **ROB, Grace C.**
To **AMAUDRUZ, Sue-Ellen**
Sent **29-May-2017 15:48:45**
ID **151049790**

Compensatory Leave Balance : .75

Extra Hours Type **Claim days/half days at 100% only**
Reason **Extra hours worked during duty travel for emergency response**
Date Start **30-May-2017**
Date End **31-May-2017**
Days Claimed **2**
* Purpose **Test**

Action History

Num	Action Date	Action	From	To	Details
1	29-May-2017 15:48:45	Submit	ROB, Grace C.	AMAUDRUZ, Sue-Ellen	

Managed Attachments

Return to Worklist

Approve Reject Reassign Request Information

Home Logout Preferences Help

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14. If the supervisor rejects the request he/she should indicate why or explain to the staff member.

15. After approval the staff member receives a GSM worklist notification and sees the notification that the Special Compensatory leave extra hours claim request has been approved and the new balance.

GSM Home Page >

Information
This notification does not require a response.

Request for Claim days/half days at 100% only has been approved by AMAUDRUZ, Sue-Ellen

OK Reassign Request Information

From **AMAUDRUZ, Sue-Ellen**
To **ROB, Grace C.**
Sent **29-May-2017 16:45:54**
ID **151049793**

Compensatory Leave Balance : 2.75

Extra Hours Type **Claim days/half days at 100% only**
Reason **Extra hours worked during duty travel for emergency response**
Date Start **30-May-2017**
Date End **31-May-2017**
Days Claimed **2**
* Purpose **Test**

Managed Attachments

Return to Worklist

OK Reassign Request Information

Home Logout Preferences Help

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The staff member's compensatory days balance in his absence dashboard is credited. The staff member may now make a leave request for a Compensatory day/s.

Summary of Leave Balances

The 'effective date' is defaulted to 31 December of the current calendar year
Leave balances shown will include all planned and confirmed leave and your
Disclaimer : The information on this screen is based on your contract and c

* Effective Date
(example: 31-May-2017)

Effective Date	31-Dec-2017
Accrued leave types	Balances as of effective da
Annual Leave (includes Home Leave absence)	27.13
Discretionary Days	2
Compensatory Days	2.75
Uncertified Sick Leave	0.5
Special Leave-Rewards for Excellence	0

Step 3 : Staff member makes a leave request for a Compensatory day(s)

16. Go to Staff Member – Leave Request screen and submit a request for compensatory leave, in full or half days for approval by your supervisor.
17. On return from your leave, if there is no change in the leave date/s, let the system auto-confirm the leave. If your dates changed, submit an amended and confirmed compensatory days leave request.