

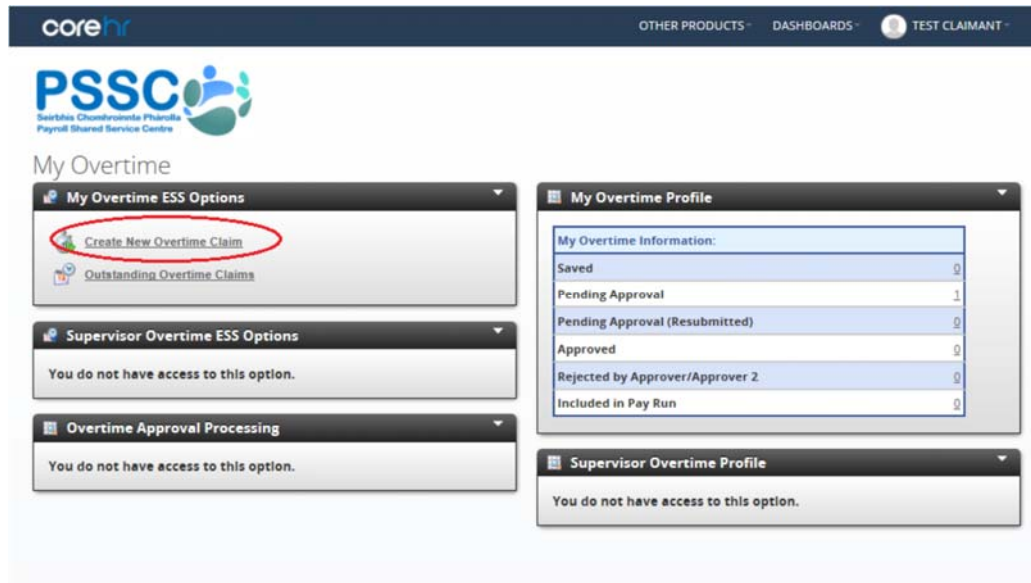
I want to claim Overtime

Select 'Submit Overtime/ Allowances' from the [PSSC Website](#) homepage and select your Department from the list provided. This will bring you to your Core Portal page.

Login to Core Portal (username = email address used upon registration & password & sign in)

Select Other Products (top right hand corner of main screen)

Select Overtime followed by Create New Overtime Claim



Next Screen has a Calendar. Select the **Week Ending Date** of Overtime worked on the Calendar.

The Overtime Claim screen then appears

The screenshot shows the 'CorePay Overtime Input Screen' in Google Chrome. The URL is https://pay.pssc.gov.ie/pls/civila_live/cp_py_ot_1000_form.display_form. The form is divided into two main sections:

Overtime Information

Week Ending (DD/MM/YY) : 15/02/15 Your Week Ending Day is Sunday.
Cost Centre : PAYROLL PROJECT
Overtime Checker :
Overtime Approver :
Authorisation Code : (Collector General's office only)
Reason for Overtime :

Overtime

| Day | Hrs : Min | Call Out: |
|-------------------------------|--------------|-----------|
| 09/02/15 Monday | 00 00 | NO |
| 10/02/15 Tuesday | 00 00 | NO |
| 11/02/15 Wednesday | 00 00 | NO |
| 12/02/15 Thursday | 00 00 | NO |
| 13/02/15 Friday | 00 00 | NO |
| 14/02/15 Saturday 09:15-13:00 | 00 00 | NO |
| 14/02/15 Saturday Other | 00 00 | NO |
| 15/02/15 Sunday | 00 00 | NO |
| Total Hours | 00:00 | |

I declare that the particulars furnished herein are in all respects true. Please note that Service Level staff must reduce their overtime claim by 1 hour if they work 8 hours or more and by a half an hour if they work less than 8 hours

I accept the above.

Submit for Approval

Close

Select your Checker & Approver by clicking on Magnified glass (enter forename and surname details and press search). When the relevant names appear select same by double clicking and close.

| Approver Name | Cost Centre | Selected |
|---------------|--------------------------|-------------------------------------|
| Approver Test | 202245 Income Tax Policy | <input checked="" type="checkbox"/> |

If you cannot find your Checker/Approver on list place % in forename or surname box, hit search and a full list of Authorising Officers will appear. Make selection and close.

On Claim Screen a reason for the Overtime must then be entered, followed by number of overtime hours works.

Tick the declaration and Submit for Approval.

The Checker will receive claim and once approved claim will then proceed to Approver.

When the claim has been approved by both Officers it will process in the next available payrun.

The status of the claim can be monitored on My Overtime Profile **(right hand side of screen shot 1)**