

To claim an Allowance

Select 'Submit/ Approve 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 and password, sign in)

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

Select Miscellaneous Claims

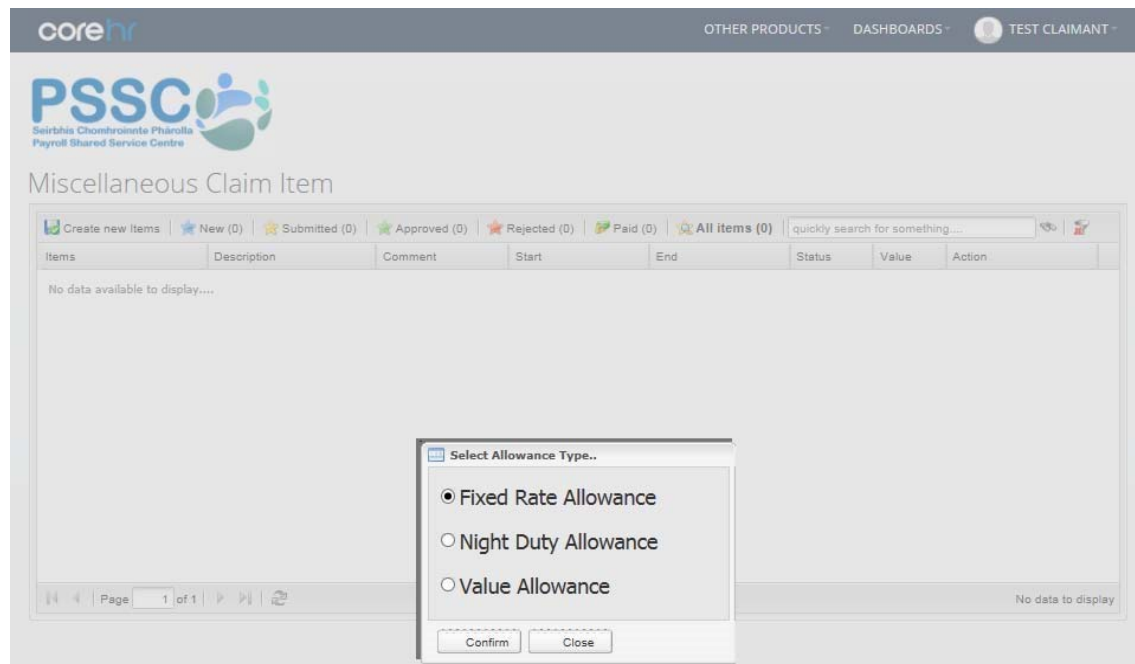
Select Create New Items (displays previous claims and current status)

3 options appear:

Fixed Rate Allowance - Franking, Keyholder, Machine, On Call allowances only

Night Duty Allowance

Value Allowance - P/Holiday Work Share, SWY, Sick and Extra attendance, Footwear allowance, etc



Make appropriate selection for allowance you wish to claim for (as per below) and confirm.

Fixed Rate Allowance (Franking, Keyholder, Machine):

Input information requested:

Approver

Claim Type

Description

No of Units

Dates

Tick Terms and Conditions declarations and submit claim for approval or save until later.

Fixed Rate Allowance (On call Allowance):

Input information as above

Please note Start Date and End Date for On Call Allowance only:

Start Date field should be Monday's date during the week when you were on call.

End Date field should be Sunday's date during the week when you were on call.

N.B. Monday and Sunday should always be selected as the start and end dates, regardless of whether you were on call for the full week or not. E.G. If you were on call for a Saturday only, the previous Monday should be selected as your Start Date, and the following day, Sunday, should be selected as the End Date.

Night Duty Allowance:

Input information requested.

Approver

Claim Type

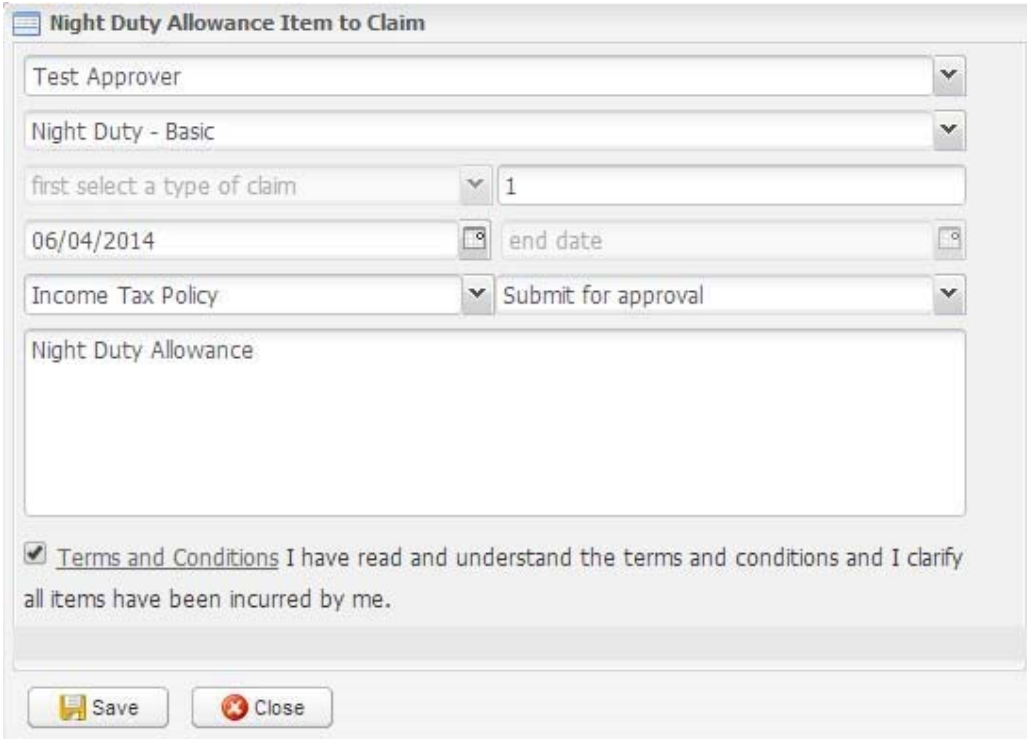
Description

No of Units

Dates

Cost Centre

Tick Terms and Conditions declarations and submit claim for approval or save until later.



The screenshot shows a web form titled "Night Duty Allowance Item to Claim". The form contains several input fields and a checkbox:

- A dropdown menu for "Approver" with "Test Approver" selected.
- A dropdown menu for "Claim Type" with "Night Duty - Basic" selected.
- A dropdown menu for "first select a type of claim" with "1" selected.
- A date field for "start date" with "06/04/2014" entered.
- A date field for "end date" which is currently empty.
- A dropdown menu for "Income Tax Policy" with "Submit for approval" selected.
- A text area for "Description" containing the text "Night Duty Allowance".
- A checkbox labeled "Terms and Conditions" which is checked, followed by the text "I have read and understand the terms and conditions and I clarify all items have been incurred by me."

At the bottom of the form, there are two buttons: "Save" and "Close".

N.B. Claimant selects Approver as well as Night Duty Allowance type.

4 types of Night Duty Allowance – Basic, Time + ¼, Time + ½ and Double Time

Value Allowance Claim:

Input information requested.

Approver

Claim Type (SWY Public Holiday, Sick Leave Public Holiday, Extra Attendance, etc.)

No of Units = 1 (Payroll determines the pay multiplier relevant to claim)

Dates

Cost Centre

Value Description

Tick Terms and Conditions declarations and submit claim for approval or save until later.

Value Allowance Item to Claim

Test Approver

Extra Attendance

first select a type of claim 1

06/04/2014 06/04/2014

Income Tax Policy Submit for approval

Value Allowance Description

Terms and Conditions I have read and understand the terms and conditions and I clarify all items have been incurred by me.

Save Close