I have noticed that an overtime entry (00000) has been added to ACCESS and has been submitted for authorisation.  However, because you did not press **save** before submitting the claim, this is showing as blank.

To view your blank entry, go into Self Service in Access, click on My Pay Claims, this will show all pay claims added.  If your entry is showing like the one displayed below, this means that no overtime (hours) has been entered and this will need to be corrected.



To correct this, click on the entry and then you should see on the right hand side the option to Withdraw the claim (See below).



Click on withdraw and you will see that same area change to the following:



You would then need to select delete claim, when you get the following message click on Delete.



You will need to start again and Add Claim, ensuring all fields are entered, see example below and once you have entered numbers of hours, please ensure **SAVE** is clicked on.  If you plan to and have had further overtime agreed, there is no need to submit at this stage.  However, after pressing **SAVE** if this is your only claim then you can click on Submit.



It is important that these are corrected by 3rd of the month, following the month you completed the overtime in.

If you have any queries, please feel free to contact me.

Annette