


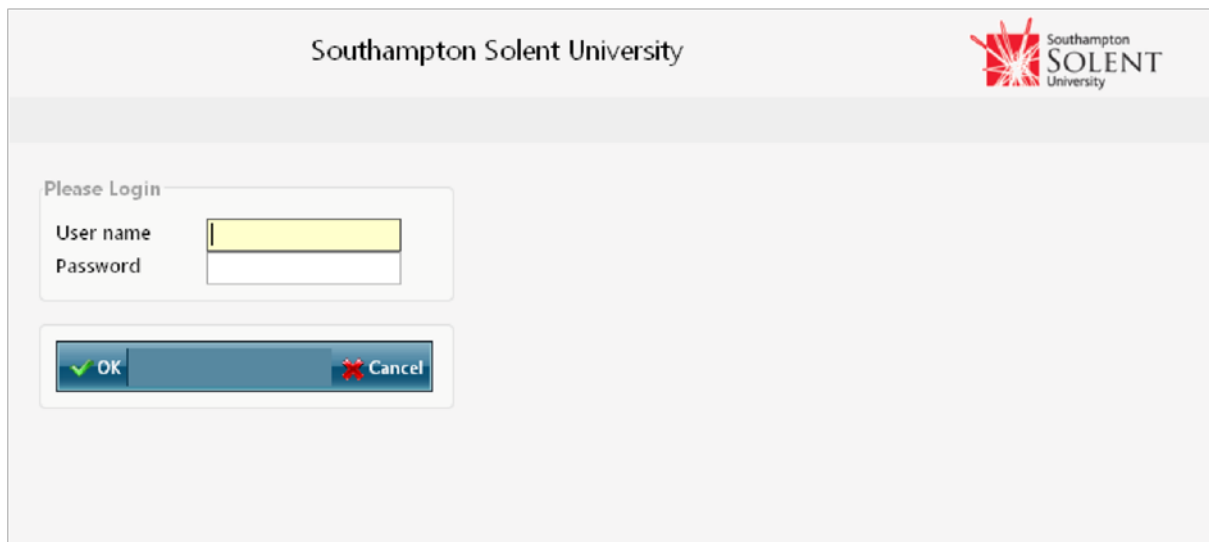
Guide for claimants on VTS

Load VTS & Log-in

1. Access the VTS system through **Apps** on the Portal.
2. Click the Schedules and Pay Claims icon  to redirect to the VTS login page.

Alternatively, use the URL: <https://mypayclaims.solent.ac.uk>

3. The following log-in screen will appear:



The screenshot shows the login interface for the VTS system. At the top, it displays 'Southampton Solent University' and the university's logo. Below this is a 'Please Login' section containing two input fields: 'User name' and 'Password'. The 'User name' field is highlighted in yellow. At the bottom of the login section are two buttons: 'OK' with a green checkmark icon and 'Cancel' with a red X icon.

4. Enter your **User name** and **Password** and press **OK** to log in. You will then be on the home screen for VTS.



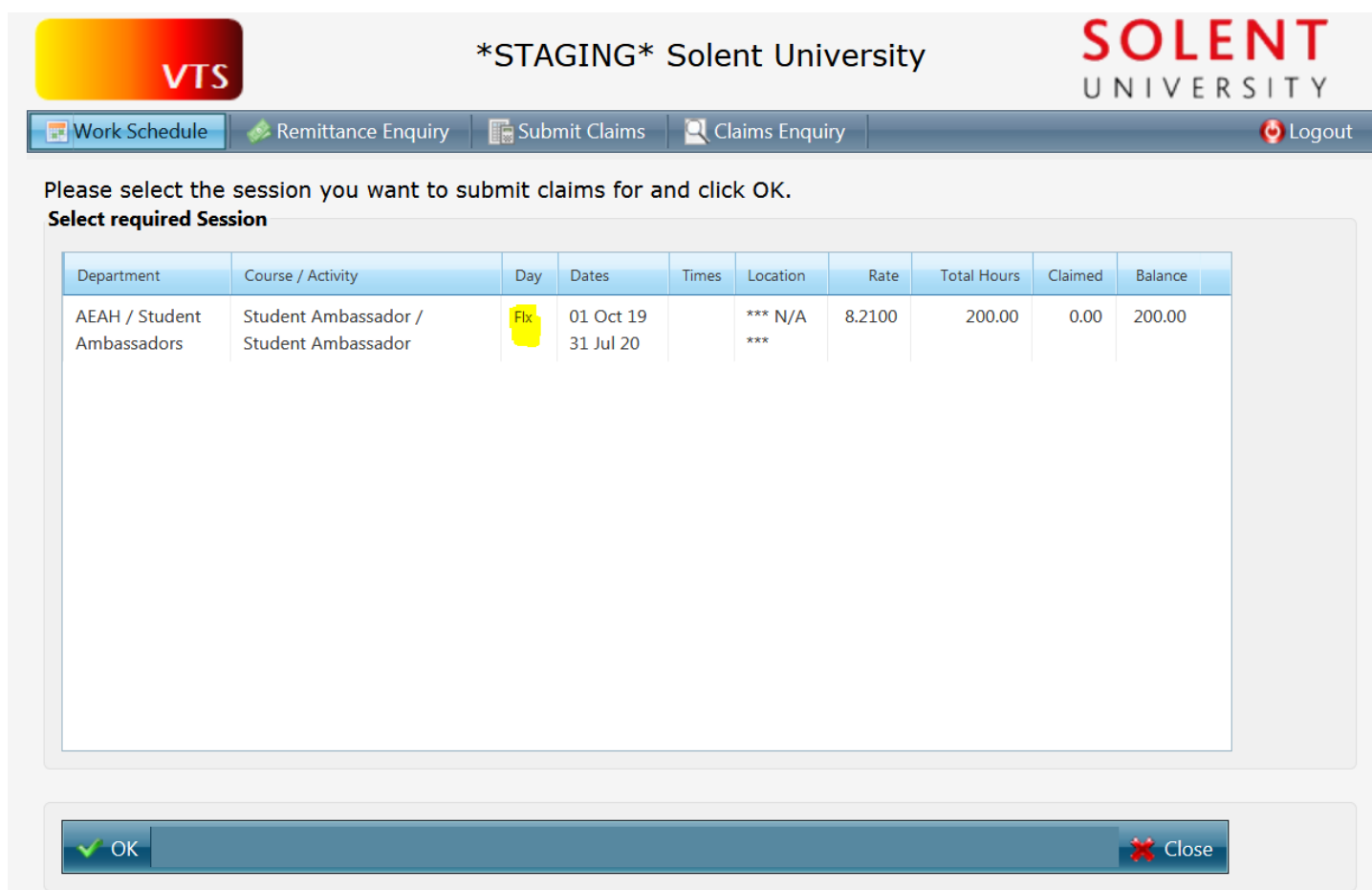
Info! Your **User name** and **Password** will be the same as your **Novell** network login details.

Submitting Claims (flexible sessions) - Flexible sessions are the most common way of hours being scheduled and claimed.

1. You will see 4 tabs at the top of the VTS homepage. Click on 

2. All of your available sessions will then appear on the screen. You can tell that a session is a flexible session, as the letters FLX will appear in the day column (as highlighted below).

You will be able to see rate of pay for the session, the amount of hours you have available to claim in total, the amount of hours you have claimed on the session so far, and the balance you have remaining.



The screenshot shows the VTS Solent University interface. At the top, there is a navigation bar with the VTS logo, the text '*STAGING* Solent University', and the Solent University logo. Below the navigation bar are several buttons: 'Work Schedule', 'Remittance Enquiry', 'Submit Claims', 'Claims Enquiry', and 'Logout'. The main content area displays a message: 'Please select the session you want to submit claims for and click OK.' Below this message is a table titled 'Select required Session'. The table has the following columns: Department, Course / Activity, Day, Dates, Times, Location, Rate, Total Hours, Claimed, and Balance. The table contains one row of data:

| Department | Course / Activity | Day | Dates | Times | Location | Rate | Total Hours | Claimed | Balance |
|----------------------------|---|-----|------------------------|-------|----------------|--------|-------------|---------|---------|
| AEAH / Student Ambassadors | Student Ambassador / Student Ambassador | Flx | 01 Oct 19 31 Jul 20 | | *** N/A *** | 8.2100 | 200.00 | 0.00 | 200.00 |

At the bottom of the interface, there are two buttons: 'OK' and 'Close'.

3. Click on the session you wish to claim against and press the OK button in the bottom left corner.



TIP! You can sort claims within this area by clicking on the relevant column header.

4. At this point, you will either see any unauthorised claims you've made against the session, or the message highlighted in the below screenshot.

VTS *STAGING* Solent University **SOLENT UNIVERSITY**

Work Schedule Remittance Enquiry Submit Claims Claims Enquiry Logout

AEAH / Student Ambassadors 19/AEAH/0007
Student Ambassador / Student Ambassador *** N/A ***



Hours Due: 200.00 Claimed: 0.00 Balance: 200.00

| Date | Start Time | End Time | Worked Hours | Sick Hours | Total Hours | Comment |
|--|------------|----------|--------------|------------|-------------|---------|
|  You have no Pending claims at this time. Click Add to enter new claims. | | | | | | |
| Total | | | 0.00 | 0.00 | 0.00 | |

+ Add Edit Delete Close

5. To add a new claim, click the Add button with the green plus next it, in the bottom left corner.
6. You will then be presented with the screen to enter details of your claim. Enter the work date by either entering it manually, or clicking on the calendar and choosing the date from there.
7. Enter the start time and end time as per a 24 hour clock (e.g. 4pm needs to be entered as 16.00).
8. Enter hours worked, excluding any unpaid breaks. E.g. a 9AM to 4PM shift, with an hour's break would entered as 6 hours worked. (For hours sick, enter hours sick if you were off sick. However, this must be accompanied with a sickness notification being sent on MyView.).
9. If you wish to put any comments in the comments box, this will go through to your authoriser when they come to authorise the claim. This is for reference only and is not essential (unless your authoriser requests you enter detail in box).

10. Below is what a completed claim should look like. Once you are happy with the detail entered, click the ok button in the bottom left corner. This claim will now be submitted and with your authoriser awaiting authorisation.


STAGING Solent University


Work Schedule
Remittance Enquiry
Submit Claims
Claims Enquiry
Logout

AEAH / Student Ambassadors
Student Ambassador / Student Ambassador
*** N/A ***
19/AEAH/0007

Flexible Work Claim

| Start Date | End Date | Hours Contracted | Hours Claimed | Balance |
|------------|-----------|------------------|---------------|---------|
| 01 Oct 19 | 31 Jul 20 | 200.00 | 0.00 | 200.00 |

Claim Date and Times

| Work Date | Start Time | End Time | Hours Worked | Hours Sick |
|-----------|------------|----------|--------------|------------|
| 01-Oct-19 | 09:00 | 16:00 | 6.00 | |



Activity Details

Comments

Open Day

OK
Cancel

11. The claim will then appear on the session, until has been authorised. If you need to amend the claim, you can click on the desired line and then click on the edit button in the bottom left corner. The claim cannot be edited once authorised


STAGING Solent University


Work Schedule
Remittance Enquiry
Submit Claims
Claims Enquiry
Logout

AEAH / Student Ambassadors
Student Ambassador / Student Ambassador
*** N/A ***
19/AEAH/0007

Hours Due: 200.00 Claimed: 6.00 Balance: 194.00

| Date | Start Time | End Time | Worked Hours | Sick Hours | Total Hours | Comment |
|-----------|------------|----------|--------------|------------|-------------|----------|
| 01 Oct 19 | 09:00 | 16:00 | 6.00 | 0.00 | 6.00 | Open Day |
| Total | | | 6.00 | 0.00 | 6.00 | |

+ Add
Edit
Delete
Close