**Adding hours via Edupay**

https://somerset.edupay.academy – log in
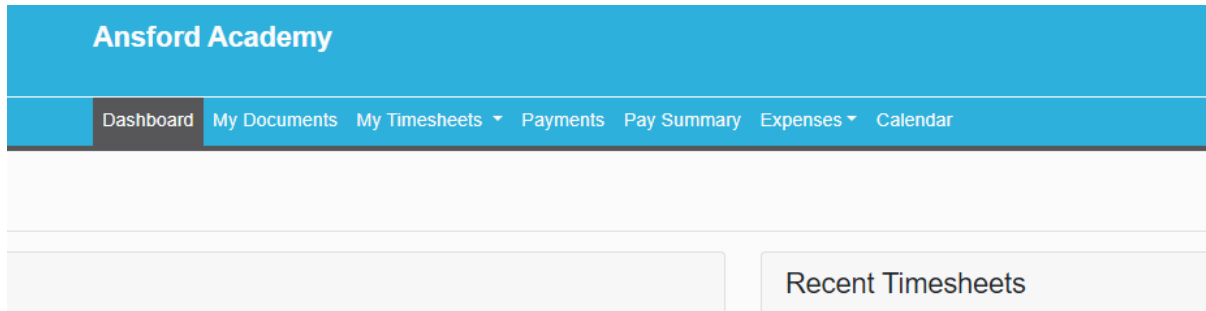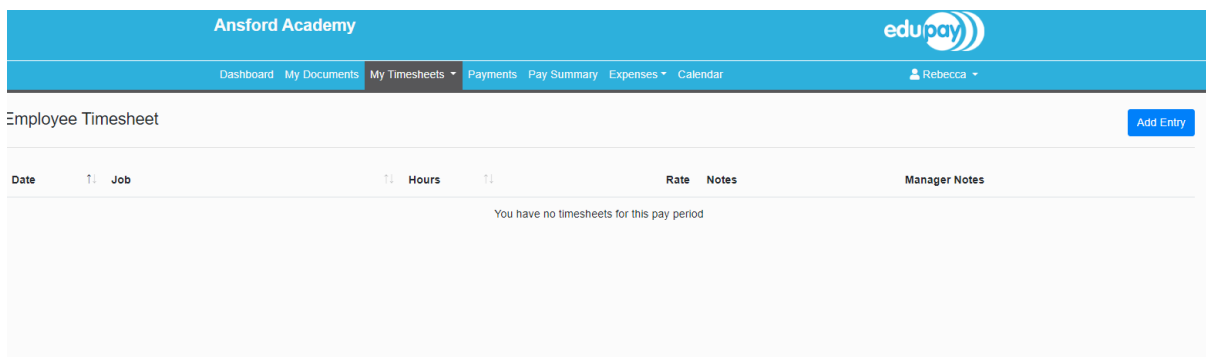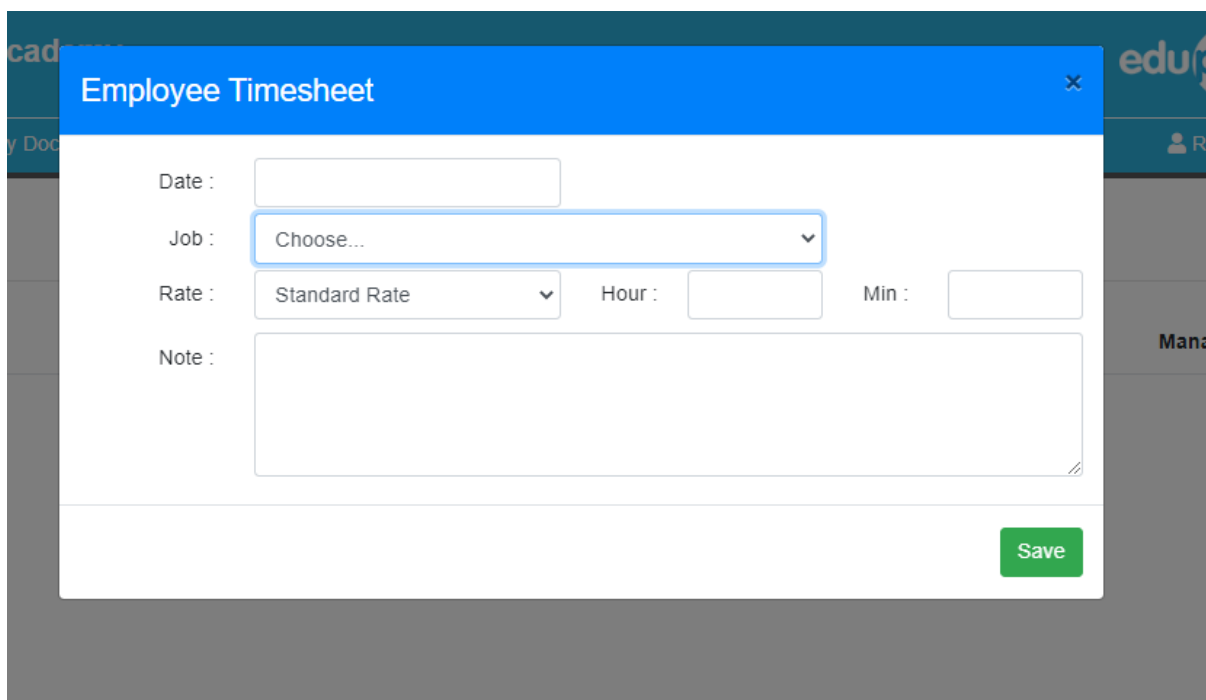
1. Choose My Timesheet



2. Click on Add Entry



3. Add date of exam or hours worked, choose job, rate is standard rate.
4. Add the hours completed – deducting any breaks
5. Press save
6. Add a new entry for each exam

7. Press submit for approval

| iday Pay | | Total Pay | |
|---|---|---|---|
| | | | edit \| del |
| £0.00 | | £368.40 | Submit for approval |
| £0.00 | | £368.40 | |

Note: at certain stages of the pay cycle the payroll become 'locked' meaning no more hours can be added for payment that month. These will be paid the following month.