Adding hours via Edupay

https://somerset.edupay.academy - log in

1. Choose My Timesheet

Ansford	Academy					
Dashboard	My Documents	My Timesheets 🔻	Payments	Pay Summary	Expenses 🔻	Calendar
					Recen	t Timesheets

2. Click on Add Entry

		Ansford Academy		edupay	
		Dashboard My Documents My Timesheets - Payments Pay Summa	ry Expenses - Calendar	💄 Rebecca 👻	
Employee	e Timesheet				Add Entry
Date	î↓ Job	1↓ Hours 1↓	Rate Notes	Manager Notes	
		You have no timest	neets for this pay period		

- 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

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	Date :							
	Job :	Choose			~			
	Rate :	Standard Rate	~	Hour :		Min :		
	Note :							Mana
							Save	

7. Press submit for approval

edit de		
	Total Pay	iday Pay
Submit for approval	£368.40	£0.00
	£368.40	£0.00

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.