

MyPay – Additional Hours Requests

Modified on Tue, 10 Dec, 2024 at 2:23 PM

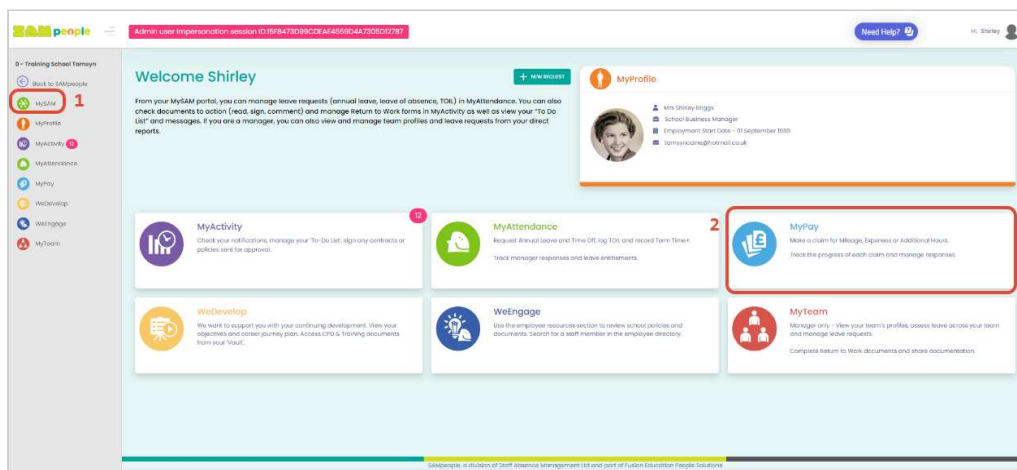


Within the **MyPay** section you can make a **Claim Request for Additional Hours** worked and track the progress of these claims and the approvers responses.

1. Log in to **SAMpeople**. If you are already a SAMpeople user you will need to click on the **MySAM** button on the left hand menu.

If you are not a SAMpeople user you will go directly to your **MySAM portal**.

2. To access **MyPay** click on the tile or the left hand menu option.

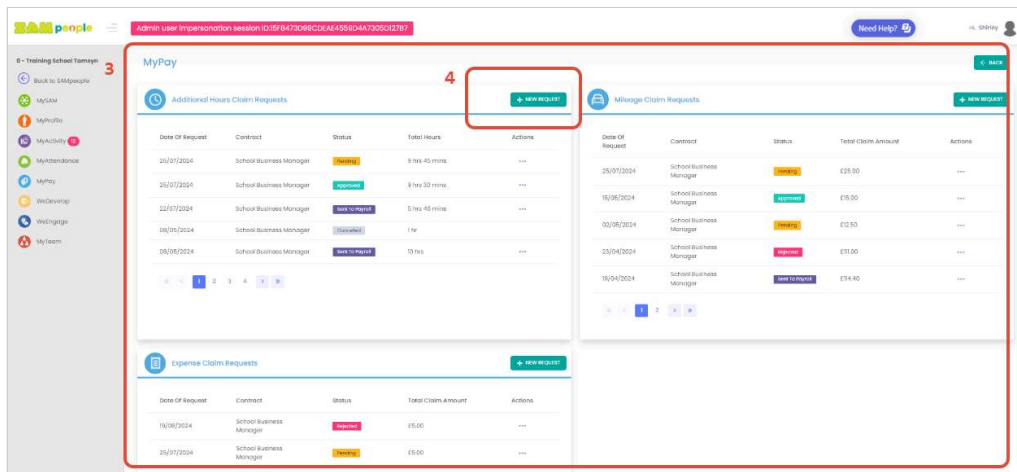


MyPay Dashboard Summary:

3. The dashboard shows an overview of any requests submitted for **Additional Hours, Mileage and Expenses**.

4. To submit a new **Additional Hours Request** click **+NEW REQUEST**.

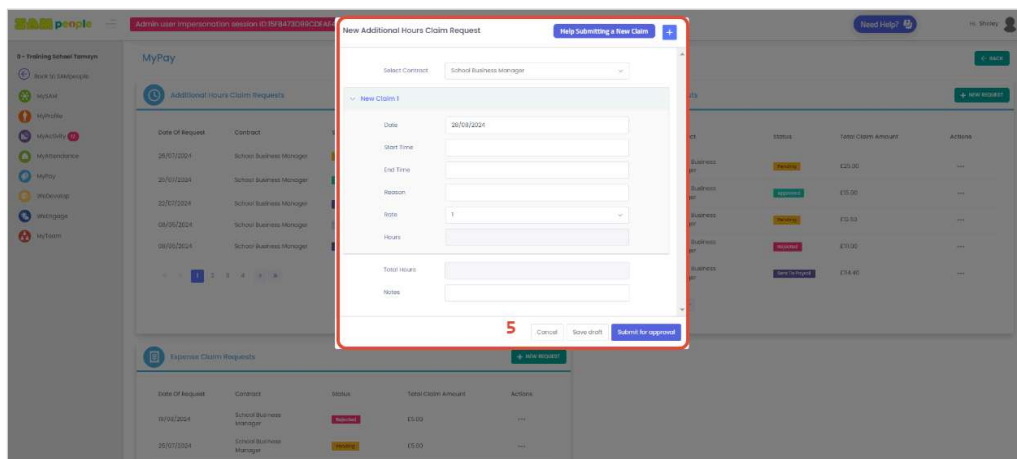
A request form will populate.



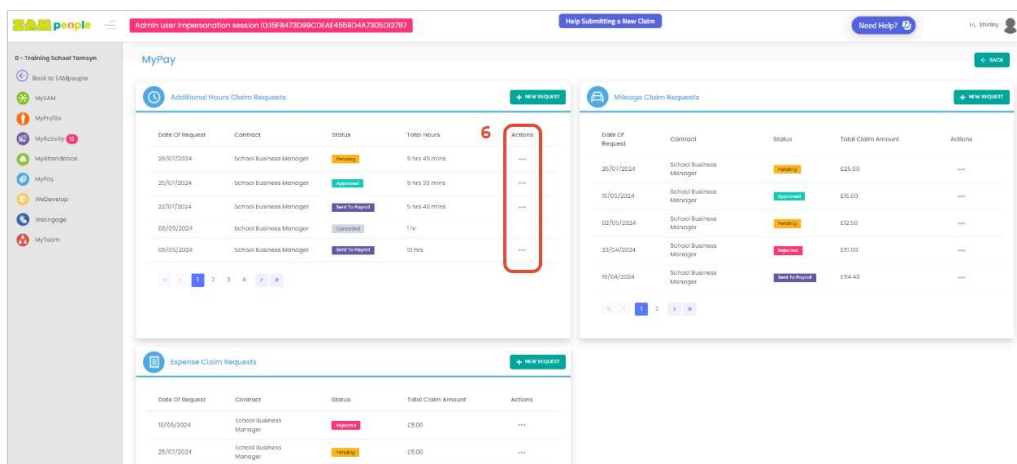
5. Complete the fields on the request tab:

- Select the **Contract** the request is against
- Select the **Date** the hours were worked
- Add the **Start** and **End** time of the hours worked
- Select the **Pay Rate** for the claim
- Add the **Amount of Hours** you are claiming for
- Add any **Notes** for the claim request

Click **Save draft** to save as a draft or **Submit for Approval** to submit.



6. Any requests at **Draft** can be requested by clicking the **three action dots** and selecting **Edit** and **Submitting for Approval**.

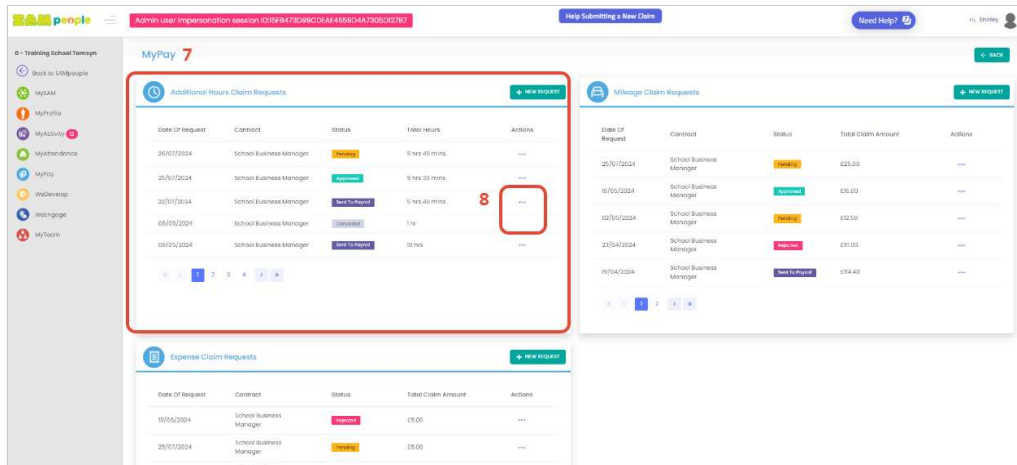


7. Once submitted the request will show on the **MyPay dashboard**.

You can review the following information:

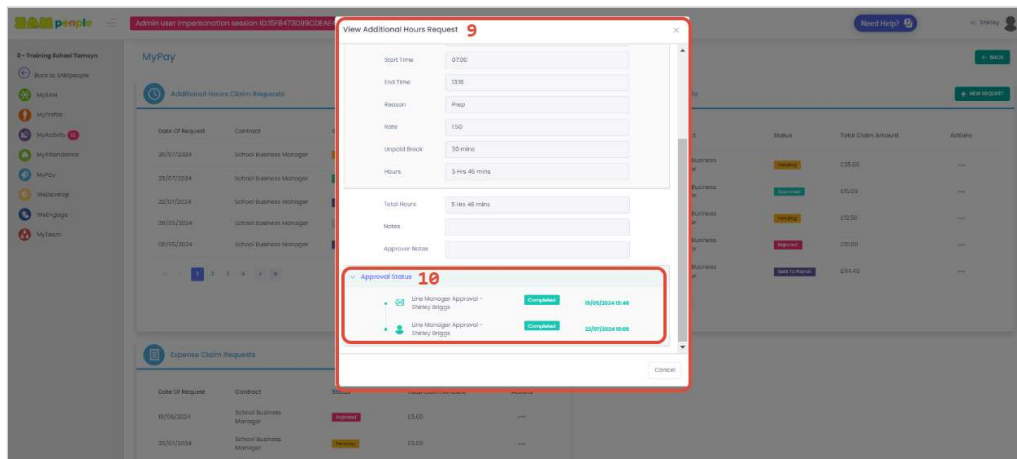
- The date submitted
- The current status of the claim
- Total number of hours claimed

8. Click the **three action dots** to **View** or **Print** the request, you can also **Cancel** any pending requests.



9. View your **Additional Hours Claim Request**.

10. You can click **Approval Status** to check the status of your claim.



Make and manage your additional hours claim requests.

Video - Making Additional Hours Requests