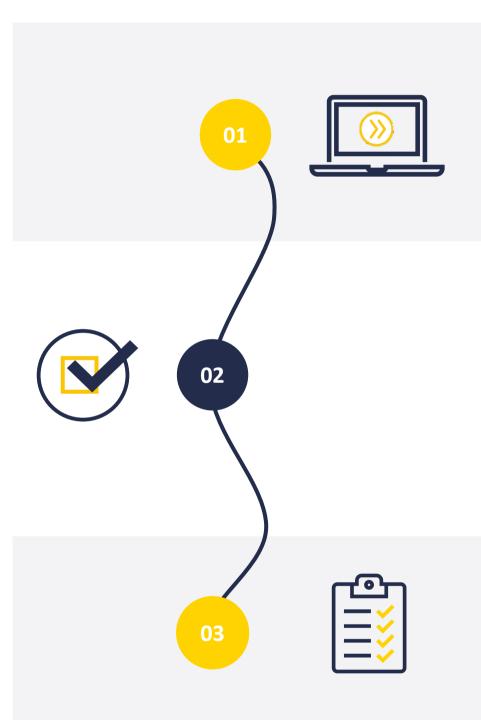
## How to request an allowance in lieu of overtime (HEO8)?

\*Please note this allowance request type aligns to clause 22.15 of the Enterprise Agreement



## **Initiate Service One request**

The Manager submits a Vacancy Management Review Group (VMRG) request for an allowance through <u>Service One</u> to initiate the approval process.

The requestor can view the status of the request through the Service One portal under *My Requests*.

## **Approval flow**

The Service One request flows through an approval chain where the conversion is approved or denied. Approvers:

People and → Budget Owner → Finance Culture

NB. If the request is denied the Manager will receive an email from Service One.

## **Process allowance**

Once approved, People and Culture processes the allowance in Workday and closes the Service One request.

A notification is sent to the Service One initiator to confirm the completion of the request.



Now your staff member has an allowance in lieu of overtime.