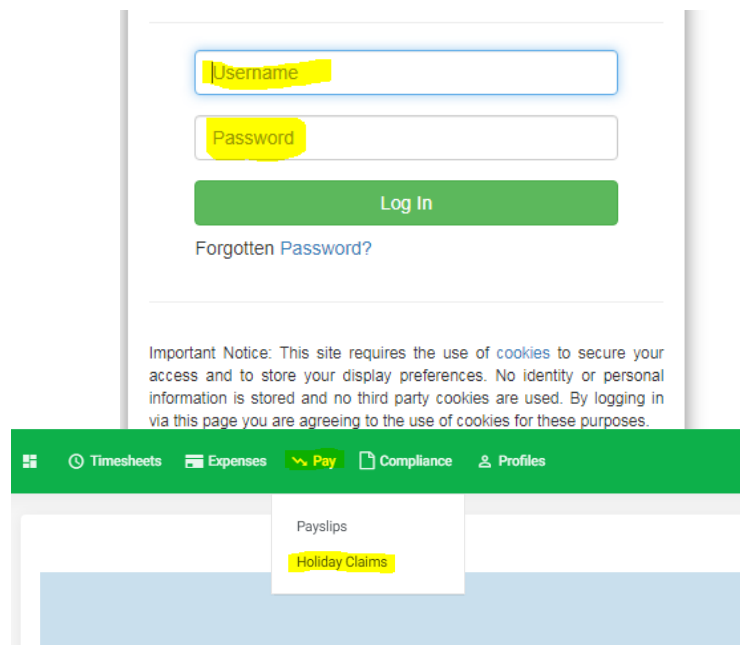


Steps to follow for claiming your accrued Holidays

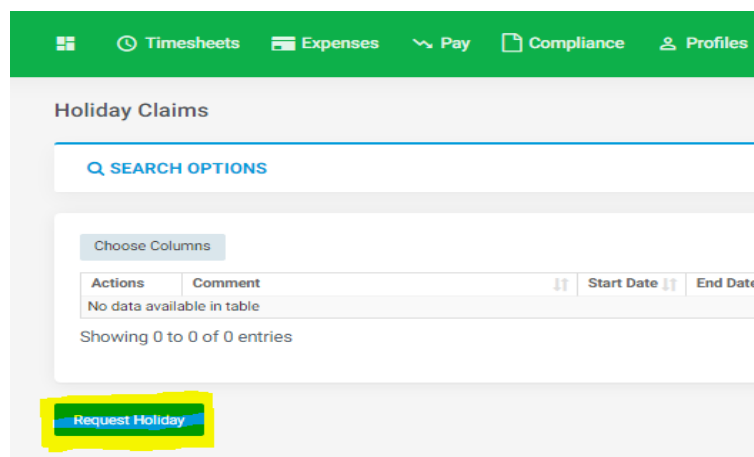
Please login into Intime with your credential you must have received in an email.

<https://ignatafinance-portal.workrsolutions.com>

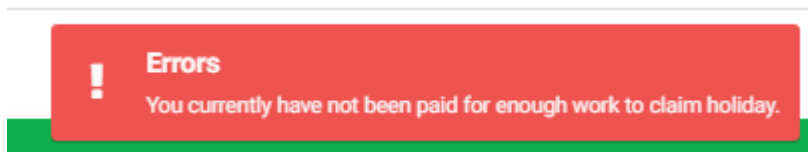
After you've successfully logged in, go to: Pay > Holiday Claims



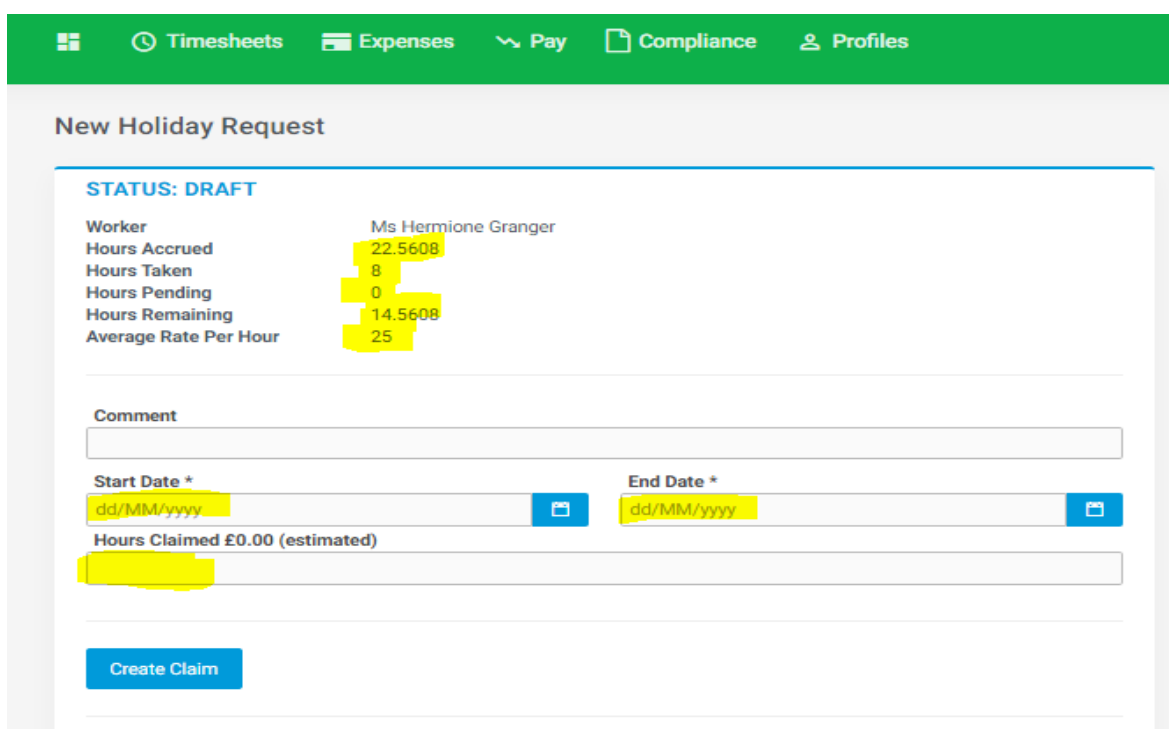
When you'll click on Holiday claim, you'll get the screen below where you need to click on "Request Holiday"



You can only claim if you have any Holiday balance. If you don't have Holiday balance, you'll get below message.



Your holiday will be paid according to the hours requested (hours claimed) however you are requested to put start and end date to indicate which dates you will be on holiday.



NEW HOLIDAY REQUEST

STATUS: DRAFT

Worker: Ms Hermione Granger

Hours Accrued	22.5608
Hours Taken	8
Hours Pending	0
Hours Remaining	14.5608
Average Rate Per Hour	25

Comment:

Start Date *

End Date *

Hours Claimed £0.00 (estimated)

Please see below for what each field means.

- Hours accrued: it's your total accrued hours over the period you've worked.
- Hours taken: Hours you've already claimed.
- Hours Remaining: balance of hours.
- Average rate Per Hour: Your average Holiday Pay rate at which you will be paid for the claim you're making.
- Comment – you can put any comments if you want.
- Star Date and End date – Put the dates when you are taking these hours off.
- Hours claimed – please put the hours you want to claim (paid for).
- And then click on Create Claim.
- After creating the claim will be in draft status so you need to Submit the claim to complete the process.

Example given below...

STATUS: DRAFT

Worker: Ms Hermione Granger
Claim ID: 4344
Hours Accrued: 22.5608
Hours Taken: 8
Hours Pending: 10
Hours Remaining: 4.5608
Average Rate Per Hour: 25

Comment: Holiday Claim

Start Date *: 21/12/2020
End Date *: 22/12/2020

Hours Claimed £250.00 (estimated): 10

Buttons: Update Claim, **Submit Claim**, Delete Request

Once you have submitted the claim you will be able to see it in Pay>Holiday Claims

Holiday Claims

SEARCH OPTIONS

Choose Columns

Actions	Comment	Start Date	End Date	Duration	Worker Ref	Worker Accounts Ref	Worker First Name	Worker Last Name	Status	Submitted	App
Edit	Holiday Claim	21/12/2020	22/12/2020	10	BH-97480	BH-97480	Hermione	Granger	Submitted	24/12/2020	

The claim then will be paid when the Payroll is run.

If you have any queries please contact the team at ignatafinance-portal@workrsolutions.com

*****YOU ONLY GET THE HOLIDAYS FOR THE CURRENT WEEK'S PAYROLL. YOU CANNOT BE PAID FOR THE FUTURE HOLIDAY CLAIMS BEFORE THE RELEVANT PAYROLL WEEK IS PROCESSED. *****