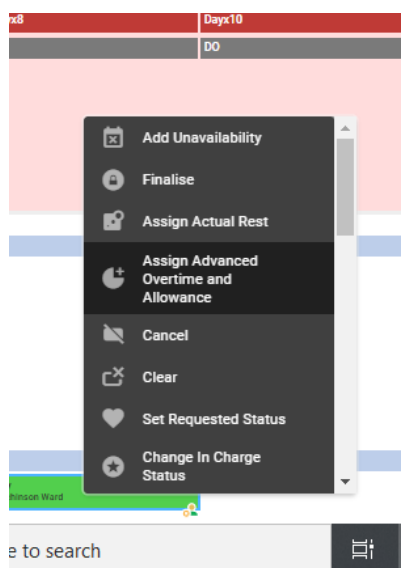


Assigning Enhanced Rate



Once you have sent the enhanced shift to bank and assigned it to the relevant person.

Right click the shift and select 'Assign Advanced Overtime and Allowance'

Ensure that the correct date and time are displayed at the top

Assign Advanced Overtime and Allowance

Filled Day (Day) Bank Duty on 20/09/2021

Duty Times

Actual Duty Start 08:00	Actual Duty End 16:00
Rest Time 00:30	Work Time 07:30
Duty Change Reason ▼	

Overtime Details

	Overtime Type	Apply To	Overtime Duration	Reason	From	To
Entry 1	▼ ⓘ	▼	00:00	▼	00:00	00:00
Entry 2	▼ ⓘ	▼	00:00	▼	00:00	00:00
Entry 3	▼ ⓘ	▼	00:00	▼	00:00	00:00
Entry 4	▼ ⓘ	▼	00:00	▼	00:00	00:00
Entry 5	▼ ⓘ	▼	00:00	▼	00:00	00:00

Filled Day (Day) Bank Duty on 20/09/2021

Allowance Entry 1

Allowance Rate ▼	Units 0	- +	Hours 00:00	Reason ▼
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Allowance Entry 2

Cancel
OK

Overtime Details

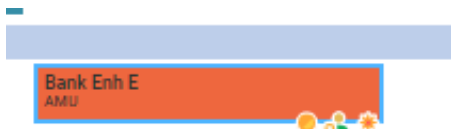
	Overtime Type	Apply
Entry 1	Bench Enhanced 28.91	<input type="checkbox"/>
Entry 2	12.02	<input type="checkbox"/>
Entry 3	Bench Enhanced 28.91	<input type="checkbox"/>
Entry 4		<input type="checkbox"/>
Entry 5		<input type="checkbox"/>

Filled Bank Enh E (Bank Enh E) Bank Duty on 20/09/2021

- Fill in the Entry 1 row and select the correct enhanced rate.
 - **Please note: £28.91 rate is only to be used for RN Band 5 (and above).**
 - **Please note: £12.02 rate is the HCA rate for LDs only.**

- Select 'entire duty' this will add the enhanced rate from the start time until the finish time of the shift.

Apply To	Overtime Duration
▼	00:00
After Duty	
Before Duty	
End Of Duty	
Entire Duty	
Not Applicable	
Start Of Duty	



- Once you have added the Enhanced rate successfully you should have a 'gold coin' appear on the shift.