

SUBJECT: Electronic Expenses Claims

DATE(S) 26 November 2019

VENUE: CR1

TIME/DURATION: 7.00pm ~ 9.00pm

WHY YOU SHOULD COME TO THIS COURSE:

As we continue to move away from paper processes and towards digital, how Councillors claim expenses is changing.

SUMMARY OF COURSE CONTENT

By the end of the programme, Councillors will be able to:

- Login to the electronic claims system
- Submit expenses claims
- View payslips and P60s

SUITABLE FOR/COURSE DESIGNATION:

Desirable for all

COURSE TUTOR:

Victoria Braybrook, Shared Payroll Services Manager
Angela McKeon, HR Officer

HOUSEKEEPING DETAILS:

Tea and coffee in Members' Room