

STP Quick Reference Guide: Claiming holiday pay

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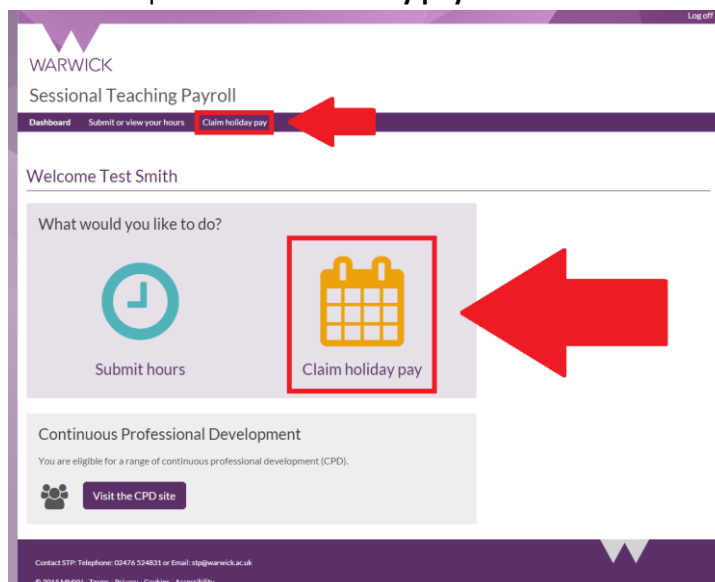
024 7652 4831

Important guidelines

- Holiday pay is accrued with every hour that you work
- Holiday pay is based upon the pro rata equivalent of 28 days per annum
- Holiday pay is available to claim after your hours have been approved by your department
- Claims for holiday pay must be submitted before the main payroll deadline
- Requests made after a payroll deadline will be processed for the next available payroll run
- Please be aware that you are unable to submit partial claims

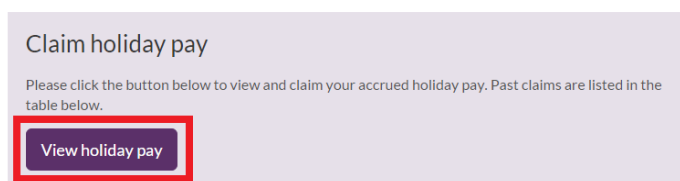
Claiming holiday pay

1. Go to the Sessional Teaching Payroll page on the HR website: <https://warwick.ac.uk/stp/>
2. Click the button **Sign in to STP**; you will be redirected to log in using your Warwick ITS Account if you are not already logged in
3. Select the option to **Claim holiday pay**:



4. Select the option to **View holiday pay**:

Holiday pay



- Click the **Request** link in the row of the assignment for which you wish to claim holiday pay:

Holiday pay accrued

Ref	Assignment title	Available pay	Request
42463	Website testing	£14.06	Request

- Check the details and if you wish to proceed with the claim, click the **Submit** button:

Request holiday pay

Ref	Assignment title
42469	Website testing
Accrued holiday hours	Accrued holiday pay
11.25	£14.06
Submit	

- You will automatically be directed to the following page, which will display £0.00 available pay as you have just claimed the pay which was available:

Holiday pay accrued

Ref	Assignment title	Available pay	Request
42463	Website testing	£0.00	-

- If you return to the main **Holiday pay** page, you will see a log of the claim you submitted. A 'Processing' status means that this will be paid to you in the next available payroll, at which point the status will change to 'Paid':

Holiday pay

Claim holiday pay

Please click the button below to view and claim your accrued holiday pay. Past claims are listed in the table below.

[View holiday pay](#)

Holiday request search

Filter results

Assignment title

Entered from

Entered to

[Filter](#) [Clear](#)

Ref	Date entered	Assignment title	Status	Pay
38126	15 September 2015	Website testing	Processing	£14.06
38125	11 September 2015	Website testing	Processing	£32.81
38124	10 September 2015	Website testing	Processing	£27.19