# Logo, company name  Description automatically generatedClaim for Lettings - Monthly Paid Employees (NOT to be used by Teaching Staff)

**School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank Name**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

**Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account Code Sort Code**

National Insurance Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*\* Bank details need entering if 1st claim or changed since last claim

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**School Cost Code**

(must be completed)

Initials

FOR OFFICE USE

|  |  |  |
| --- | --- | --- |
| **Date** | **Details of Lettings** | Number of Hours Claimed |
| **Mon - Sat**8am - 10pm (1.5) | **Mon – Sat**10pm – 8am (1.83) | **Sunday**8am – 10pm (1.78) | **Sunday**10pm – 8am (2.11) | **Bank Holiday**8am – 10pm (2.00) | **Bank Holiday**10pm – 8am (2.33) |
|  |  | • | • | • | • | • | • |
|  |  | • | • | • | • | • | • |
|  |  | • | • | • | • | • | • |
|  |  | • | • | • | • | • | • |
|  |  | • | • | • | • | • | • |
|  |  | • | • | • | • | • | • |
|  |  | • | • | • | • | • | • |
|  |  | • | • | • | • | • | • |
|  |  | • | • | • | • | • | • |
|  |  | • | • | • | • | • | • |
|  |  | • | • | • | • | • | • |
|  |  | • | • | • | • | • | • |
|  **TOTALS** **OR FEE PAYABLE** | • | • | • | • | • | • |
| • |  |  |  |  |  |

**CLAIMED FOR PAYMENT:** \_\_\_\_\_\_\_\_\_\_

(Employee)

**AUTHORISED FOR PAYMENT:** \_\_\_\_\_\_\_\_\_\_\_ **DATE:**

(Authorised Officer)

Please see Guidance Notes in the Payroll Manual before completing.

**Notes on Completing the Claim for Lettings Form**

Once fully completed and the details have been checked and cost code details have been completed, the form must be authorised by a school signatory and submitted to EPM at the appropriate time each month.

To complete the forms overleaf please follow the following instructions:

# Date

Enter the date that the lettings were done.

# Details of Lettings

Enter the reason for the letting i.e. Governors meeting, Parents evening etc.

**Mon – Sat** **(8 am – 10 pm)**

Enter the total number of hours worked on that date between 8 am – 10 pm Monday to Friday. If you are claiming 2 hours then enter 02.00 in the box. This will pay 2 hours x time and a half.

**Mon – Sat (10 pm – 8 am)**

Enter the total number of hours worked on that date between 10 pm – 8 am Monday to Saturday. If you are claiming 2 hours then enter 02.00 in the box. This will pay 2 hours x time and a half plus a third night rate.

*Please note the difference between completing this section and the previous section is that a third night rate is due in addition to the time and a half.*

**Sunday (8 am – 10 pm)**

Enter the total number of hours worked on this Sunday between 8 am – 10 pm. If you are claiming 2 hours then enter 02.00 in the box. This will pay 2 hours x 1.78.

**Sunday (10 pm – 8 am)**

Enter the total number of hours worked on this Sunday between 10 pm – 8 am. If you are claiming 2 hours then enter 02.00 in the box. This will pay 2 hours x 1.78 plus a third night rate.

*Please note the difference between completing this section and the previous section is that a third night rate is due in addition to the time plus .78.*

**Bank Holiday (8 am – 10 pm)**

Enter the total number of hours worked on this Bank Holiday between 8 am – 10 pm. If you are claiming 2 hours then enter 02.00 in the box. This will pay 2 hours at double time.

**Bank Holiday (10 pm – 8 am)**

Enter the total number of hours worked on this Bank Holiday between 10 pm – 8 am. If you are claiming 2 hours then enter 02.00 in the box. This will pay 2 hours at double time plus a third night rate.

*Please* note *the difference between completing this section and the previous section is that a third night rate is due in addition to the double time.*

# Fee Payable

If an amount of money has been agreed for the letting then do not enter hours but the amount of money due in the “Fee Payable” box.