**Claim for Overtime/Additional Hours - Monthly Paid Employees**

**(NOT to be used by Teaching Staff)**

**School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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**National Insurance Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost Code**

|  |  |  |
| --- | --- | --- |
| **Date** | **Details of Claim** | **Number of Hours Claimed** |
| Number of Hours (X1.0) | Number of Hours (X1.5) | Number of Hours (X1.78) | Number of Hours (X2.0) | Number of Hours (X ) |
|  |  | • | • | • | • | • |
|  |  | • | • | • | • | • |
|  |  | • | • |  | • | • |
|  |  | • | • | • | • | • |
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|  |  | • | • | • | • | • |
|  |  | • | • | • | • | • |
|  |  | • | • | • | • | • |
|  |  | • | • | • | • | • |
| TOTALS | • | • | • | • | • |

**Claimed for Payment:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initials

FOR OFFICE USE

(Employee)

**Authorised for Payment:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Authorised Officer)

Please see Guidance Notes in the Payroll Manual before completing.

Notes on Completing the Claim for Overtime/Additional Hours

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.

Once the date and details of the overtime/additional hours have been recorded the hours worked should be entered in the appropriate column depending on the rate payable.

The form has five columns, three of which are for recording hours to be paid at:

1.0 Payment at flat rate

1.5 Payment at time and a half

2.0 Payment at double time

Any hours to be paid at a rate other than the above should be entered in columns 4 and 5 and the appropriate multiplier entered in the heading.

If you require further guidance on the appropriate rate to be paid, please contact the School Office or your HR Adviser.