

Completing a Monthly Overtime Claim Form

1 Purpose

Currently there is an overtime ban across the University. The purpose of this form is to identify exceptions to this ban and the procedures which have to be followed.

2 How to complete the claim form

Once approval has been granted the claim form should be completed as follows:

- Full Name
- Month overtime was worked
- Employee Number
- Date(s) overtime worked (listed day by day)
- Start time and finish time of overtime to be paid (omitting any lunch break)
- Claimants Signature
- Date (form completed)

If any of the above information is missing, payment will not be made and the claim will be sent back to the Department for completion.

3 Authorisation

The claim should be forwarded to the relevant department for authorisation by the budget holder or their recognised deputy. These forms can be scanned and emailed to Salary Claims.

4 Department Responsibility

- Check the form is fully completed and all the details are correct.
- Claims can only be submitted for completed work.
- Signed by authorised signatory, for example, Head of Department/School.
- Date the form was authorised.
- 4 digit cost centre
- Lunch Breaks – cannot be claimed for.
- Weekends – overtime completed on a weekend must be highlighted if the weekend enhancement rate is to be applied (if applicable to the employees' contract).
- Bank Holidays – payment for bank holidays are included within the regular monthly salary payment, therefore hours actually worked on bank holidays will be paid at a single rate.
- Administration and Technical employee's overtime are treated as pensionable.
- Academic staff are not permitted to claim overtime.
- Submit the completed claim form to the Payroll department on or before the payroll deadline date. A list of deadline dates can be found on the Finance section of the website.

5 Payment

The payment will be made via BACS direct into the employee's bank account with their monthly salary payment.