

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. An authorised signatory form must be completed and returned to Finance before a signature can be accepted. 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: e.g. Head of Department/School.
- Date the form was authorised.
- 10 digit expenditure code that consists of cost centre, detail code and VAT element e.g. 1 XXXX (Cost Centre) 4116 (Detail Code) 0.
- 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.
- Full Time Lecturers are not permitted to claim overtime unless prior authorisation has been sanctioned by the Human Resources Department. This payment would be treated as non-pensionable.
- Part Time Lecturers would be treated as pensionable if they have made a part time election.
- 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.