**COLCHESTER INSTITUTE**

Cream Sheet

**OVERTIME PAYMENT (EXCESS HOURS) CLAIM FOR SUPPORT STAFF FOR MONTH ENDING:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Claims to be made up to and including the final Sunday of the month)**  ***Please See Overleaf For Guidance Notes***

|  |  |  |
| --- | --- | --- |
| **NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **POST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **LOCATION/AREA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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

**WORKING PATTERN: Full time 🞏 Part time 🞏 PAYROLL NUMBER:**

**If part time, enter hours per week: \_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | W/E | | | | | | W/E | | | | | W/E | | | | | | | | W/E | | | | W/E | | |
| DAY | | Excess Hours  From/To | | No. of Hrs. | | Reason for Working Excess Hours | | Excess Hours  From/To | | No. of Hrs. | Reason for Working Excess Hours | | Excess Hours  From/To | | | | No. of Hrs. | | Reason for Working Excess Hours | | Times of Excess Hours | | No. of Hrs | Reason for Working Excess Hours | Excess Hours  From/To | No. of Hrs. | Reason for Working Excess Hours |
| MON | |  | |  | |  | |  | |  |  | |  | | | |  | |  | |  | |  |  |  |  |  |
| TUE | |  | |  | |  | |  | |  |  | |  | | | |  | |  | |  | |  |  |  |  |  |
| WED | |  | |  | |  | |  | |  |  | |  | | | |  | |  | |  | |  |  |  |  |  |
| THU | |  | |  | |  | |  | |  |  | |  | | | |  | |  | |  | |  |  |  |  |  |
| FRI | |  | |  | |  | |  | |  |  | |  | | | |  | |  | |  | |  |  |  |  |  |
| SAT | |  | |  | |  | |  | |  |  | |  | | | |  | |  | |  | |  |  |  |  |  |
| SUN | |  | |  | |  | |  | |  |  | |  | | | |  | |  | |  | |  |  |  |  |  |
| **TOTAL EXCESS WEEKLY HOURS** | | | |  | | | |  | | | | |  | | | | | | | |  | | | |  | | |
| I confirm that I have worked the above hours in addition to the basic hours | | | | | | | | | | | |  | | I confirm that I authorised the claimant to work these hours and that they have been worked: | | | | | | | | | | | | | |
| and claim payment for \_\_\_\_\_\_\_\_\_\_\_\_ hours accordingly: | | | | | | | | | | | | Authorised for payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | |
| Signature: | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | (CMG Manager/budget holder) | | | | | | | | | |
| Date: | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | to Cost Code \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ | | | | | | | | | |
|  | | | |  | | |  | | | | | | |  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
| *For Human* | | | | *Full/Part Time* | | | | *Total Excess Hours:* | | | | | |  | | | | |  | | | | | | | |
| *Resources Use:* | | | | *PTF:* | | *OT4:* | | | | *OT2:* | | | |  | | | | |  | |  | | | | | |

# OVERTIME PAYMENT (EXCESS HOURS) CLAIM FORM

**Notes for Completion**

## Eligibility

1. Only Support Staff on Scale Point 26 or below are eligible to claim payment for overtime working
2. Payment for working additional hours is at the discretion of the Line Manager who must agree in advance of the additional hours being worked whether such hours will be paid or whether such hours will be compensated by time off in lieu.

## How Payment is Calculated

1. Excess hours are accumulated on a weekly basis
2. The ‘week’ is defined as commencing from 12.01 am Monday and finishing at 12.00 pm on Sunday
3. The normal working week for all full time staff is 37 hours per week
4. Only hours in excess of this norm during any week are eligible for overtime payment
5. Excess hours are accumulated from the start of each week as above
6. **The first 3 excess hours accumulated in any one week are paid at flat rate**
7. Hours worked in excess of 3 hours in any one week are paid at premium rates - x1¼ if worked on Monday to Saturday: x2 if worked on a Sunday or Bank Holiday
8. Excess hours for part time staff above the norm quoted in their contract will all be paid at flat rate unless exceeding 40 hours in any one week, in which case the premium rates outlined in item 7 above will be applied
9. Excess time of less than half an hour on any single day will not be eligible for payment
10. Payment due for each calendar month is calculated and effected in salaries paid on 26th of the following month

**Special Note – Staff who are contracted to work a Shift Pattern (i.e. Porters)**

The normal shift pattern of work includes a requirement to work between Monday and Sunday and on Bank Holidays, (excluding Christmas and Boxing Day). Hours worked on such days will therefore only attract overtime payment if they are in excess of the normal hours pattern for that week. There is an entitlement to equivalent time off in lieu for Bank Holiday working (OR additional payment at flat rate for hours worked if time off in lieu is not taken)

**IMPORTANT REMINDERS -**

1. **Complete form to include excess hours ONLY worked up to and including the last Sunday in the Calendar month**
2. **Only include hours worked in excess of the normal working week**
3. **Return completed forms to Human Resources Department as soon as possible after the last Sunday in the calendar month and before the following Thursday to ensure inclusion in the next month’s salary payment**