



OVERTIME AND ADDITIONAL HOURS WORKED

PLEASE COMPLETE ALL BOXES BELOW.

IF YOU HAVE MORE THAN ONE EMPLOYMENT PLEASE COMPLETE A SEPARATE CLAIM FOR EACH POST

NB: All claims must be received by payroll by 10th and submitted monthly. Please DO NOT include current month claims.

Form with fields: Council (CDC, SNC), Name, Pay No, Job Title, Claim for month of, Department, Contracted hours p/w

Table with columns: Date Hours Worked, Time (From, To), If Bank Hol, are these normal rota hours? (Please tick), Total Hours (Excluding lunch) (Mon - Fri, Sat, Sun), Notes and details of work, Alternative Cost Centre Code. Includes a Total Hours summary row.

Table titled 'Standby/ On call Allowance' with columns: Date From, Date to, Total hours worked, Amount £, Details

Certification section: 'I certify the hours I have claimed are correct' with fields for Signed, Date, and Authorised Signatory (Signed, Name (Print), Date)

Table with columns: Description, Element, Totals, and PAYROLL USE ONLY. Includes input and checked fields for payroll processing.