

Complete Name, Payroll Number and Saturday at the end of the relevant week



**EXTRA HOURS/OVERTIME CLAIM FORM
FOR PERMANENT EMPLOYEES ONLY**

For use after 1 August 2013

Only record overtime and additional hours NOT your contracted hours

NAME	S Brown	PAYROLL NUMBER	123456
CONTRACTED HOURS	35.00		

Enter your contracted hours eg 17.5 hours is 50% Full Time

Week Ending 02 Jun 12	START	FINISH	TOTAL HOURS	Agresso Account Code	
				Sub project	Account Code
SUNDAY	am				
	pm	14:00	18:30	4:30	A12345-12 1234
MONDAY	am				
	pm				
TUESDAY	am				
	pm				
WEDNESDAY	am				
	pm				
THURSDAY	am				
	pm				
FRIDAY	am				
	pm				
SATURDAY	am	9:00	12:30	3:30	A12345-12 1234
	pm				
TOTAL OF ACTUAL HOURS WORKED			8:00		

Enter valid account code

Enter start and finish times of overtime and additional hours in 24 hour clock and separating hours and minutes with a colon :

Employee Signature	Date	03 Jun 12
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Authorised (signature)			
Name	A Green	Dept	Biological Sciences
Position	Head of Department	Date	06 Jun 12

Sign, date, obtain authorisation and send to HR for processing

Forward to the HR Department once authorised

HR Authorisation	Date
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PAYROLL USE ONLY		
Rate of Pay	Gross Pay Calculation	Payroll Reference
	Paid Month	

NB. FAILURE TO COMPLETE THIS FORM CORRECTLY COULD DELAY PAYMENT AS IT WILL BE RETURNED TO YOUR DEPARTMENT