Use this form to initiate payments of overtime to employees whose contracts entitle them to receive payment for overtime working. Overtime is payable only to staff whose terms and conditions allow for it. Overtime rules are contained in the relevant terms and conditions of service to be found on Spectrum.

Do not use this form for bonus payments, staff fees, royalty payments, honoraria or similar supplementation payments for academic, research or administrative staff. In cases where such a payment is considered appropriate, the Head of Department should write to the Personnel Division requesting and justifying any such payment.

When completed and authorised, send this form to the Payroll office, Finance.

### Section A: Claimant’s personal details

<table>
<thead>
<tr>
<th>College identifier (CID)</th>
<th>Name</th>
<th>Department/division</th>
<th>Grade</th>
<th>Weekly hours normally worked, if less than full-time</th>
</tr>
</thead>
</table>

### Section B: Overtime worked

Please complete the following table with hours worked.

You only need to enter a GL account code if the overtime is to be charged to a different account than the employee’s ordinary pay. If no account number is entered the normal paycost code will be applied. The amount payable is calculated automatically by reference to the employee’s normal pay, contracted hours and overtime multiples.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of Week</th>
<th>Time worked</th>
<th>Actual hours</th>
<th>Actual hours</th>
<th>Actual hours</th>
<th>GL CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>overtime</td>
<td>payable at</td>
<td>payable at</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>hours</td>
<td>time and a</td>
<td>double time</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>worked</td>
<td>half</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section C: Declaration and authorisation

Declarations

I declare that I have completed the hours indicated above and am entitled to payment in accordance with this claim. The personal details in section A are correct.

Departmental authorisation

STAMP

HERE

Name (print) Sign Date

signed date

Phone number for enquiries 

Office Use Only: Form OT
Payment methods, timing and payslips

Overtime will be paid with same the frequency and by the pay method as the employee’s normal pay (i.e. weekly or monthly, and by BACS or cheque as the case may be).

Payment of overtime will be made in the first pay period after the claim form is received in the Personnel Office. The deadline for inclusion in the monthly payroll is the 11th of each month, and for weekly-paid staff is noon on Mondays. Overtime pay, and the earnings multiple used, will be printed on payslips.

The number of hours to be entered on the claim form should be hours actually worked. The premium multiples (time and a half or double time) will be calculated automatically from the base hours given.