

**ABERDEEN CITY COUNCIL - CRAFT WORKERS CLAIM FORM**

Week Commencing Date	66 Additional Hours		15 Plain Time		17 Time & half		13 Public Holiday		14 Public Holidays Outwith		Standby Days	Reason RH OR IN OR IS	Comments
	Hrs	Dec	Hrs	Dec	Hrs	Dec	Hrs	Dec	Hrs	Dec			
M													
T													
W													
T													
F													
S													
S													
Total regular hours													
Total irregular non sick absence hours													
Total irregular sick absence hours													
M													
T													
W													
T													
F													
S													
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Total regular hours													
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Total regular hours													
Total irregular non sick absence hours													
Total irregular sick absence hours													
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W													
T													
F													
S													
S													
Total regular hours													
Total irregular non sick absence hours													
Total irregular sick absence hours													
Grand total Regular hours													
Grand total irregular non sick absence hours													
Grand total irregular sick absence hours													

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**YOUR PAYROLL NUMBER MUST BE COMPLETED.**

**PLEASE ENSURE THAT ON EACH LINE OF THE FORM WHERE HOURS HAVE BEEN CLAIMED, THE COLUMN ENTITLED 'REASON' IS COMPLETED WITH EITHER 'RH' (FOR REGULAR HOURS) OR 'IN' (FOR IRREGULAR NON SICK ABSENCE HOURS) OR 'IS' (FOR IRREGULAR SICK ABSENCE HOURS).**

**THE TOTAL ACTUAL HOURS WORKED IN MONTH MUST BE TRANSFERRED TO THE ALLOCATION BOXES BELOW (SPLIT BETWEEN REGULAR HOURS, IRREGULAR NON SICK ABSENCE HOURS AND IRREGULAR SICK ABSENCE HOURS). (PLEASE SEE THE EXAMPLE SHOWING HOW TO COMPLETE THE ALLOCATIONS BOXES).**

Employees Full Name:		Payroll Number:
Place of Work:		Trade Code:
Core Hours:	Job Title:	Period Ending

	66 Additional Hours	15 Plain Time	17 Time & Half	13 Public holiday	14 Public holiday Outwith	FG Week-day Standby	FN Saturday Standby	FO Sunday Standby
Regular hours* <b>RH</b>								
Irregular hours non sick absence <b>IN</b>								
Irregular sick absence hours <b>IS</b>								

<p><b>I confirm that the hours were worked by me and that prior approval by the appropriate officer was obtained. I confirm the hours have been claimed at the correct rate.</b></p> <p><b>Signature of Employee</b></p> <p><b>PRINT NAME</b></p>	<p>Date:</p>
<p><b>I confirm that the hours have been claimed at the correct rate and are due for payment.</b></p> <p><b>Signature of Manager</b></p> <p><b>PRINT NAME</b></p>	<p>Date:</p>

\*Regular Hours is defined as hours which form part of the employee's normal earnings on a regular or recurring basis.

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**EXAMPLE**

Week Commencing Date	66 Additional Hours		15 Plain Time		17 Time & half		13 Public Holiday		14 Public Holidays Outwith		Standby Days	Reason RH OR IN OR IS	Comments
	Hrs	Dec	Hrs	Dec	Hrs	Dec	Hrs	Dec	Hrs	Dec			
M 11/07/2011									2	75		IN	
T													
W	4	50			3	00						RH	
T													
F	5	50										IS	
S													
S											1	RH	
Total regular hours	4	50			3	00					1		
Total irregular non sick absence hours									2	75			
Total irregular sick absence hours	5	50											

In the column headed 'Reason', **RH** denotes that the hours worked were to cover regular hours, **IN** denotes that the hours worked were to cover irregular non sick absence hours and **IS** denotes that the hours worked were to cover irregular sick absence hours.

	66 Additional Hours	15 Plain Time	17 Time & Half	13 Public holiday	14 Public holiday Outwith	FG Week-day Standby	FN Saturday Standby	FO Sunday Standby
Regular hours <b>RH</b>	4.50		3.00					1.00
Irregular non sick absence hours <b>IN</b>					2.75			
Irregular sick absence hours <b>IS</b>	5.50							

MIN	DEC
1	.02
2	.03
3	.05
4	.07
5	.08
6	.10
7	.12
8	.13
9	.15
10	.17
11	.18
12	.20
13	.22
14	.23
<b>15</b>	<b>.25</b>
16	.27
17	.28
18	.30
19	.32
20	.33

MIN	DEC
21	.35
22	.37
23	.38
24	.40
25	.42
26	.43
27	.45
28	.47
29	.48
<b>30</b>	<b>.50</b>
31	.52
32	.54
33	.55
34	.57
<b>35</b>	<b>.59</b>
36	.60
37	.62
38	.63
39	.65
40	.67

MIN	DEC
41	.68
42	.70
43	.72
44	.73
<b>45</b>	<b>.75</b>
46	.77
47	.78
48	.80
49	.82
50	.83
51	.85
52	.87
53	.88
54	.90
55	.92
56	.93
57	.95
58	.97
59	.98

**66 – Additional Hours**

**15 – Plain Time**

**17 -Time & Half** – Any work undertaken outwith core hours including call outs.

**13 - Public Holidays** – Total number of hours worked on a Public Holiday.

**14 – Public Holidays Outwith** – Total number of hours worked on a Public Holiday outwith the core hours.

**Standby** – Enter a 1 for each day standby is to be claimed. Total days should then be brought down to the allocation boxes against the appropriate standby.