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

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  Additiona l 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\*  **RH** |  |  |  |  |  |  | |  |  |
| Irregular hours non sick absence  **IN** |  |  |  |  |  |  | |  |  |
| Irregular sick absence hours  **IS** |  |  |  |  |  |  | |  |  |
| **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.**  **Signature of Employee PRINT NAME** | | | | | | | Date: | | |
| **I confirm that the hours have been claimed at the correct rate and are due for payment.**  **Signature of Manager PRINT NAME** | | | | | | | Date: | | |

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

# EXAMPLE

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week Commencing Date | | 66  Additional Hours | | 15  Plain Time | | 17  Time & half | | 13  Public Holiday | | 14  Public Holidays Outwith | | Standby | Reason | Comments |
| Hrs | Dec | Hrs | Dec | Hrs | Dec | Hrs | Dec | Hrs | Dec | Days | RH OR IN OR IS |  |
| 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’ ,**R**H 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  **RH** | 4.50 |  | 3.00 |  |  |  |  | 1.00 |
| Irregular non sick absence hours **IN** |  |  |  |  | 2.75 |  |  |  |
| Irregular sick absence hours **IS** | 5.50 |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **MIN** | **DEC** |  | **MIN** | **DEC** |  | **MIN** | **DEC** |
| 1 | .02 | 21 | .35 | 41 | .68 |
| 2 | .03 | 22 | .37 | 42 | .70 |
| 3 | .05 | 23 | .38 | 43 | .72 |
| 4 | .07 | 24 | .40 | 44 | .73 |
| 5 | .08 | 25 | .42 | **45** | .**75** |
| 6 | .10 | 26 | .43 | 46 | .77 |
| 7 | .12 | 27 | .45 | 47 | .78 |
| 8 | .13 | 28 | .47 | 48 | .80 |
| 9 | .15 | 29 | .48 | 49 | .82 |
| 10 | .17 | **30** | **.50** | 50 | .83 |
| 11 | .18 | 31 | .52 | 51 | .85 |
| 12 | .20 | 32 | .54 | 52 | .87 |
| 13 | .22 | 33 | .55 | 53 | .88 |
| 14 | .23 | 34 | .57 | 54 | .90 |
| **15** | .**25** | **35** | .**59** | 55 | .92 |
| 16 | .27 | 36 | .60 | 56 | .93 |
| 17 | .28 | 37 | .62 | 57 | .95 |
| 18 | .30 | 38 | .63 | 58 | .97 |
| 19 | .32 | 39 | .65 | 59 | .98 |
| 20 | .33 | 40 | .67 |  |  |

**66 – Additional Hours 15 – Plain Time**

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

1. **- Public Holidays** – Total number of hours worked on a Public Holiday.
2. **– 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.