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| **Casual hours claim forms – guidance notes** |
| **The forms** |
| These forms are for Casual workers who have a ‘letter of inclusion’ in the casual pool. They should not be  used for employees who hold a contract of employment with Luton Council, and who are working additional  shifts of a similar nature to their substantive job, which may or may not be at the same location. Some  employees have a ‘letter of inclusion’ for an unrelated role, in addition to a contract of employment, and  this form, would be appropriate to use for the ‘casual’ role.  There are two forms: |
| * Casual Worker Hours Claim - for the worker to complete and pass to their manager. This should be kept   and **not** sent to Payroll. |
| * Manager's Summary Claim - for the manager to collate the worker's forms on, and email/send to Payroll. |
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| The latest versions of these are dated October 2016. Any previous versions must not be used – please  destroy/delete them. |
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| **Notes on Completion** |
| Decimal hours (number of minutes divided by 60) should be used on both forms eg. |
| 5 mins = 0.08 10 mins = 0.16 15 mins = 0.25 20 mins = 0.33 25 mins = 0.41  30 mins = 0.5 35 mins = 0.58 40 mins = 0.66 45 mins = 0.75 50 mins = 0.83  55 mins = 0.91 60 mins = 1.0 |
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| **Casual Worker Hours Claim Form - for workers to complete** |
| -Complete **all** unshaded boxes |
| -Your payroll number can be found on your latest payslip. |
| -Where it says period, write the month and year (xx/xxxx) that you are claiming in - claims should be  made **monthly.** |
| -Using decimal hours, complete columns a-d and total them up where indicated. |
| -In the 'sleeping in' box, put a cross in the date of your sleeping in nights and insert the total where indicated. |
| -Sign where it says 'Certification of Claiming Officer'  -Rule through any unused lines and pass the form to your manager. |
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| **Manager's Summary Claim - for managers to complete** |
| -Column (a) - enter the total number of actual hours worked (excluding breaks). |
| -Column (b) - casuals are entitled to holiday, which is 12.07% of hours worked, and this should be  claimed **monthly**. Multiply column (a) by 0.1207. |
| -Column (c) - enter the actual hours worked between the hours of 7pm and 6am (or hours for the whole  shift if started before midnight and ending after 6am). |
| -Column (d) - enter actual hours worked at the weekend but only if at least 50% of the total weekly hours  are worked between Monday – Friday ie. weekend enhancement will only be paid where 50% of the total  hours were worked between Monday and Friday. |
| -Column (e) - enter the hours worked on bank holidays. |
| -Column (f) - enter the total number of sleeping in nights. |
| -Rule through any unused lines and sign the form. |
| -Email/send to Payroll, Apex House, 30-34 Upper George Street, Luton, Beds. LU1 2RD to reach  them **by 8th of the month** for payment to be made with the next monthly payment. |
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| **Notes:** |
| -Casual workers should not normally exceed 37 hours per week. If this happens (in exceptional  circumstances only) they will be paid one enhancement only eg. weekend or evening, not both. Overtime  is not applicable. |
| -Actual hours worked should always exclude unpaid mandatory breaks. |
| -The working week starts on Mondays. Weekends start at midnight Friday and end midnight on Sunday. |
| -Rolled up holiday pay ceases. Casual workers must be given the appropriate statutory leave based  on hours worked and this must be shown separately on the Manager's Summary Claim form where indicated (column (b)). |
| -All payments made through this form are non-pensionable. |
| -All hours claimed will be charged to the employee’s main ledger code unless otherwise indicated in  the 'LEDGER CODE' box. |
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| Timesheets for enhancements, overtime/additional hours and casual workers can be found on the  intranet under Support Services/Finance/Document Library. Any previous versions of these forms  should not be used and should be destroyed/deleted. |
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