

# Overtime and additional hours claim forms

## Guidance notes

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The forms are designed for:

- full time employees who have worked over 37 hours per and claiming overtime.
- part time employees claiming additional hours and associated enhancements

These forms apply to anyone with a contract of employment with Luton Council. This includes fixed term, temporary and part time contracts. Do not use this form for casual workers. All payments are non-pensionable.

There are two forms:

- a version for employees to complete
- a version for managers to complete for multiple employees

Payroll would prefer if managers use the multiple form when submitting timesheets. This means less paper and can be emailed quickly. However, if this is not possible or desirable, the employee form can be sent to payroll for payment but must be countersigned by the manager.

Notes on completing the forms:

- column (a) – enter the actual number of hours in excess of 37 Monday to Friday
- column (b) – enter the actual number of hours in excess of 37 on Sundays
- column (c) – enter the actual number of hours in excess of 37 on bank holidays

Columns (d) to (f) are for part time only employees working additional hours in excess of their contract and up to 37.

- column (d) – enter the total number of additional part time hours worked

- column (e) – enter additional hours worked by part time employees between 7pm and 6am (or hours for the whole shift if commenced before midnight and ended after 6am)
- column (f) – enter additional hours worked by part time employees on Bank Holidays
- column (g) – enter additional hours worked by part time employees at the weekend but only if at least 50% of their contracted hours worked Monday to Friday, otherwise leave this column blank

Payroll numbers are stated on payslips.

Please total all entries in the total boxes

Indicate where sleep-ins are worked. These are paid at a set rate.

## Notes

- Where overtime is claimed and paid at time and a half or double time (for example, when 37 hours are exceeded) **no other enhancement is payable**
- Actual hours worked should always exclude mandatory unpaid breaks
- The working week starts on Mondays
- Weekends start at midnight Friday and ends at midnight Sunday
- All hours claimed will be charged to the employees main ledger code unless otherwise indicated in the 'ledger code' box
- TOIL should be given where possible in preference to overtime rate where 37 hours are exceeded

Timesheets for enhancements, overtime or additional hours and casual workers can be found on the intranet.