

**Overtime / Additional Hours Claim Form**

**Overtime rates for staff on defined working hours  
(grades 1-6, and all technical grades)**

- Additional hours worked by part-time staff on any day of the week **up to 36.5 hours** per week: will be paid at **single time**
- Hours worked **beyond 36.5 hours** by full or part time staff **between the first and fifth working day**: will be paid at **time and a half**
- Hours worked **beyond 36.5 hours on the sixth or seventh working day**: will be paid at **time and three quarters**
- **Bank and public holidays and minimum service days, see below:**
  - Hours worked by staff on these days will be paid at the equivalent of double time, irrespective of the 36.5 hour threshold having been reached.
  - Staff whose normal working day falls on these days will have already been paid at a rate of single time through their base salary, so will be paid overtime at single time, in addition to base salary:
    - **Full time staff**: hours worked will be paid at single time, plus TOIL
    - **Part time staff working normal scheduled hours**: will be paid at single time, plus TOIL
    - **Part time staff working hours not normally scheduled**: will be paid double time, but will not receive TOIL
    - Staff on an '**as and when**' contract with no defined hours: will be paid double time, but will not receive TOIL
  - Bank/public holidays and minimum service days will be deemed to start at 12 midnight and end at 12 midnight, 24-hours later

**Overtime rates for staff on defined working hours  
(grades 7-10, non technical)**

- Overtime is only permitted at single time for hours worked up to 37.5 hours per week
- Overtime exceeding 37.5 hours must not be claimed

**Notes:**

- If overtime is required, time off in lieu (TOIL) or overtime shall be granted as agreed in advance between the Head of Section and the member concerned
- Where additional hours are worked in the normal course of an employee's duties, and the hours were not agreed in advance of the work being carried out, time off in lieu (TOIL) should be granted as an alternative to paid overtime. Where this occurs, TOIL will be for the actual hours worked
- If, after a 12-month period, it has not been possible for the individual to take his/her TOIL then the line manager should request an overtime payment to be made

Completed forms should be submitted from the authorising Manager's email account to Payroll via the Payroll cluster inbox:

<http://www.sussex.ac.uk/humanresources/business-services/hrcontactsbyareaoftheuniversity>

Name:	Payroll number:
School/Unit:	
Job Title:	Grade:

**Overtime / Additional Hours / Enhanced Payments**

**Please see the first page of the claim form for the appropriate rate information**

**Single time (hours worked over contract up to 36.5, and normal contracted hours worked on bank holiday, public holiday, or minimum service day)**

Dates worked	Hours	Mins	Reasons for additional work

**Time and a half**

Dates worked	Hours	Mins	Reasons for additional work

**Time and three quarters**

Dates worked	Hours	Mins	Reasons for additional work

**Double time (hours worked outside of normal scheduled hours and 'as and when' hours worked on bank holiday, public holiday, or minimum service day)**

Dates worked	Hours	Mins	Reasons for additional work

**Negative Adjustments (contracted hours not worked)**

- To process ad-hoc negative adjustments the Line Manager should email their Payroll cluster inbox with the relevant details
- For periods of unpaid leave exceeding one week Line Managers should email their HR Business Services cluster inbox with the relevant details

**Account code to be charged if different from normal salary**

Account:		Sub-project:	
----------	--	--------------	--

**Line manager's authorisation:**

I confirm that the above variations are correct and authorise the adjustments.

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_