

**EDINBURGH NAPIER UNIVERSITY - HUMAN RESOURCES**

**Overtime/Additional Hours Claim Form**

You must have approval *before* you work any overtime and completed claims must be signed by your Line Manager. For work done for other schools/services the form must be signed by an authorised signatory from the School/Service area. Overtime is paid one month in arrears, please refer to Human Resources Intranet for cut-off dates. Overtime is not payable to staff on Grade 5 and above.

<b>Name:</b>		<b>Employee Number:</b>		<b>School / Service:</b>	
<b>Post Title:</b>		<b>Contracted Hours:</b>		<b>Month:</b>	
			<b>Part Time / Full Time / Hourly Paid:</b>		<b>Grade:</b>

Date dd.mm.yyyy	Day	Pub Hol	Reason for Overtime or Hours Worked	Start Time hh:mm	Finish Time hh:mm	Hourly Rate	No. Hours At Rate			£ Total	Folder to be Charged
							1	1.25	1.5		
		N									
		N									
		N									
		N									
		N									
		N									
		N									
		N									
		N									
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		N									
		N									
		N									
		N									
		N									
		N									
<b>Totals:</b>											

**Authorised Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_