

### Notes on Completion of the Enhancement/Overtime Claim Form

**Organisation Name and Number** – This information will be pre-printed on the Enhancement/Overtime claim form. However, **if any of the information below is incomplete or missing the claim will not be processed.**

**Month Of and Year Ending** – Please ensure you state the correct month and year. Claims cannot be made in advance of work undertaken.

**Surname & Forenames** – Please ensure your name is spelt as shown on your payslip, if incorrect on your payslip please contact your HR Dept. Shortened, “known as” or nicknames should not be used. If your name does not match the Electronic Staff Record 100%, payment could be delayed. If changing your name due to marriage please quote the new and former name during the transition period.

**Assignment No** – Your assignment number is shown on your payslip and is eight digits long. If you have more than one assignment/job, the eight digit number will be followed by a dash/hyphen and one other digit (i.e. -2 for second post, -3 for third post etc.). It is imperative you quote this in full on the claim form.

**Department** – Please enter as found on your payslip.

**Job Title** – Please enter as found on your payslip.

**Contracted Hours** – Please enter as found on your payslip as standard hours. If you think your salary or contracted hours are incorrect, please contact your HR dept in the first instance. **You will be paid your contracted hours regardless of whether you submit an enhancement/overtime claim.**

**Employee Signature** – Please ensure you sign and date your claim after completion and before you pass to your Manager.

**Manager's Signature** – The form must be signed by the manager. Full-time staff should not claim Excess Hours (Column 2). Part-time staff should not claim overtime until the full-time hours (contracted hours plus excess hours) are exceeded in that week. It is important that on all parts of the form the information is clearly legible. In cases where the information has been passed for payment, but is illegible, the claim will be returned unpaid. **It is the Manager's responsibility to ensure the claims have reached the relevant collection area on time.**

**Enhancement Payments – Column 1** – Enter against the actual date the number of hours worked on Saturday, Sunday, Unsocial, Night duty or Bank Holiday (excluding meal breaks) to the nearest five minutes. All entries should be in decimal (15 minutes = 0.25) (30 minutes = .50) (45 minutes = 0.75). Entries in fractions, minutes or minutes as decimal (i.e. 30 minutes = 0.30) will not be accepted.

**Excess Hours (Part time/Bank staff) – Column 2** - Excess hours are all hours worked in excess of contracted hours up to full-time hours per week (usually 37.5), and where time off in lieu has not been granted. If these hours also attract enhancements, remember to include in the appropriate enhancement column. Non Nursing/Health Care Assistant Bank Staff should also use this column for claiming their basic hours. Health Care Assistants and Nursing Staff claiming additional hours to contract should not use this timesheet for these hours, but continue using the specific Trust Bank timesheet.

**Overtime – Column 3** - Overtime for full time contracted staff, or part time/bank staff who work in excess of 37.5 hours in a particular week, should be entered against the date in the relevant Weekday,

Saturday, Sunday, Bank Holiday or Rest Day column. Enhancements cannot be paid as well as overtime.

**Standby, On-Call, Work Done and Sleep in – Column 4** - Staff either on stand-by at the Trust or who have a specific roster commitment to be immediately available from home, may be entitled to a fee for each period. Please use the appropriate on call/stand by/work done/sleep-in grid as necessary. For each period of call/standby/sleep-in, only one unit should be entered onto the timesheet, not the amount of hours.

**Minutes To Decimal Converter**

<b>Minutes</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>	<b>30</b>	<b>35</b>	<b>40</b>	<b>45</b>	<b>50</b>	<b>55</b>	<b>60</b>
<b>Decimal Equivalent</b>	<b>0.08</b>	<b>0.17</b>	<b>0.25</b>	<b>0.33</b>	<b>0.42</b>	<b>0.50</b>	<b>0.58</b>	<b>0.67</b>	<b>0.75</b>	<b>0.83</b>	<b>0.92</b>	<b>1.00</b>