**Hospitality & Accommodation Services Support Staff TOIL record or Overtime Claim Form**

Manager guidance. For an employee in any area of the University other than Hospitality & Accommodation Services, you will need to inform the employee to enter weekly the additional hours onto their Core HR on line weekly time card and submit it to you, their manager for approval. You then will approve or reject the additional hours as either an overtime payment, or TOIL, on the employee’s record in Core HR.

Employee Full Name \_\_\_\_\_ Employee ID No. \_\_ Must be provided

Hospitality & Accommodation Services Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Normal weekly hours (*if less than 36*) \_\_\_\_\_\_\_\_\_\_\_

**Must be returned to The Payroll Office**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | *2* | *3* | *4* | *5* | *6* | *7* |
| **Reason for Additional Hours** | **OT /TOIL rate** | **Week Ending Date** | ***Actual Hours worked*** | **Total additional hours hours**  **(col 4 x col 2)** | **Number of total additional hours taken as TOIL** | **Number of total additional hours to be paid as Overtime** |
| 1ST Rest Day  1st 4 hours | X1.5 |  |  |  |  |  |
| 1st Rest day  Beyond 1st 4 hours | X2 |  |  |  |  |  |
| 2nd Rest Day | X2 |  |  |  |  |  |
| Other overtime hours up to and including 36 per week | X1 |  |  |  |  |  |
| Other overtime hours beyond 36 per week | X1.5 |  |  |  |  |  |
| *Annualised hours contracts only* –  Overtime hours worked beyond 1584 per annum | X1.5 |  |  |  |  |  |
| Bank Holiday/Closed Day | X2 |  |  |  |  |  |
| *NB: For Bank Holidays/Closed Days referred to above, please also complete:* | | | | | | |
| *Were the hours referred to above worked as part of their normal rostered shift pattern?* | | | *Please tick either:* | | | |
| *Yes* | | *No* | |
|  |  | **TOTAL** |  |  |  |  |

Budget Finance Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if different from salary)

Authorising Managers Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext No \_\_\_\_\_\_\_\_\_\_

Authorised Managers Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_