

Time Claim Form (Support Staff)

Name:	
Job Title:	
Location:	
Month Claiming:	

NB: If claim is being completed by someone without a contract they will also need to complete a bank details form

CLAIM								
Week Ending	M	T	W	T	F	Total Plain Rate Time Worked: Hrs/mins (mins in decimal)	Total time acting up	Reason for claim and role if acting up
Total:								

DEDUCTION (if acting up)							
Week Ending	M	T	W	T	F	Total time to be deducted	Role being deducted
Total:							

Signature:

Date:

Authorisation

Name:

Position:

Signature:

Date:

Office Use Only

	Deduction	Claim
Grade		
Pay Point		
Corporate Subjective Reference		

Guidance Notes

- Purpose - This form is to be completed by all Support Staff who need to claim payment for additional hours worked or need to claim for hours that they have worked when 'acting up' into a different role at a different rate of pay.
- Role - One form needs to be completed per contracted job role. I.e. if you are claiming additional hours for your role as a Midday Supervisor and your LSA role you will need to complete two forms.
- Location – This is the school where the overtime was completed
- Month Claiming – This is the month the overtime took place i.e. if you are submitting the claim in March for additional hours completed in February the month claiming would be February

Example claim:

CLAIM								
Week Ending	M	T	W	T	F	Total Plain Rate Time Worked: Hrs/mins (mins in decimal)	Total time acting up	Reason for claim and role if acting up
01.04.19	2	2	3.5	2	0.15	6.16	3.5	Absence - Cover Supervisor

Example Deduction:

DEDUCTION (if acting up)							
Week Ending	M	T	W	T	F	Total time to be deducted	Role being deducted
01.04.19			3.5			3.5	LSA

Authorisation - All claims need to be signed by the employee and authorised by the Headteacher prior to submission to payroll

Time Conversion Chart (Minutes to Decimal Hours)					
Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	.02	21	.35	41	.68
2	.03	22	.37	42	.70
3	.05	23	.38	43	.72
4	.07	24	.40	44	.73
5	.08	25	.42	45	.75
6	.10	26	.43	46	.77
7	.12	27	.45	47	.78
8	.13	28	.47	48	.80
9	.15	29	.48	49	.82
10	.17	30	.50	50	.83
11	.18	31	.52	51	.85
12	.20	32	.53	52	.87
13	.22	33	.55	53	.88
14	.23	34	.57	54	.90
15	.25	35	.58	55	.92
16	.27	36	.60	56	.93
17	.28	37	.62	57	.95
18	.30	38	.63	58	.97
19	.32	39	.65	59	.98
20	.33	40	.67	60	1.0