



Finance and Corporate Resources

Submitting Overtime Claims (pilot groups only) Employee Guide

What you need to know

- **Refer to the videos clips so that you know how to input your overtime using people connect from your personal device.**
- **Also refer to the guidance that has been emailed to you in your welcome pack**
- **Use the guidance below to make sure you claim the correct number of hours and that you use the correct element code in your claim**
- **Contact your line manager or Call Personnel Services if you need assistance (01698 454667)**

Section 1 Submitting overtime, standby and call out claims

General overtime rules
Overtime element codes

Overtime Examples

Full Time employees - 35 hours per week
Part time employees - normal full time hours – 35 hours per week
Full time employees - 37 hours and above
Part time employees - normal full time hours - 37 hours and above

Section 2 Working Additional Hours and Overtime in a different post

Working Additional Hours and Overtime in a different post
Working Contractual Hours in another post

Section 3 Sleep over (Social Work only)

Section 4 Standby and call out

Standby and call out
Standby and call out codes
Working additional hours or overtime in your contracted post

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk.

Section 1 Submitting overtime, standby and call out claims

General Overtime Rules

The following guidance is designed to lay out the main rules to follow when claiming overtime. These are detailed in full in the Conditions of Service.

- All employees must work over 37 hours Monday - Saturday before enhanced overtime rates are paid. Payment for hours worked over 37 hours will be paid at time and a half.
- Overtime worked on a Sunday is paid at time and a half (there is no requirement to work 37 hours).
- Individuals employed before 31 March 2004, who have retained eligibility for double time on a personal preservation basis (i.e. their contract has not changed as a result of a promotion or regrade) can claim double time for overtime worked on a Sunday.
- Overtime worked on a public holiday is paid at plain time and time off in lieu for the hours worked. In some circumstances employees may be entitled to double-time for working on a public holiday.
- For employees with shift patterns, a public holiday is defined as the complete shift that starts on the eve of the public holiday and ends on the day of the public holiday. For example, employees working nightshifts that commence on 24 December and finish on 25 December, are entitled to an enhanced overtime rate.

Overtime element codes

When claiming overtime it is important that the correct pay code is chosen, these codes are referred to as pay elements, this will ensure that your pay is correct and that pension scheme members also pay the correct pension contributions on any additional hours worked. Pension contributions are not paid on hours worked over and above the normal full time hours for a post.

Element:	Element description	Entry Value
001 Basic Pay	To be used only in exceptional circumstances when deducting an employee's basic pay using a minus enter as -3.00) OR When an employee works their contracted, basic hours in another post due to an emergency cover situation.	Hours
087 PT Add Hours	For part time employees working additional hours up to the normal full-time hours for the post.	Hours
003 Overtime Time Half	For employees working additional hours over 37 hours. For any overtime hours worked on a Saturday or Sunday.	Hours

012 Overtime Plain	For 35 hour employees claiming the first 2 hours over time (up to 37 hours when eligible for enhanced overtime rate). To be used for an employee working on a public holiday if they are receiving a day in lieu.	Hours
015 Overtime Double	Only for employees with a contractual entitlement to double time as at 31/03/2004 who are entitled to double-time on a personally preserved basis.	Hours
263 Double-Time Public Holiday	By Prior Management Agreement only For employees entitled to double-time for working on a Public Holiday (if not receiving a day in lieu)	Hours

Overtime Examples

If you are submitting overtime and are unsure what element codes to use please refer to the examples below based on the number of contracted hours you work per week.

Working additional hours and overtime in contracted post

Section 1 provides guidance on full time and part time employees working additional hours or overtime in their own post.

a) Full time employees (35 hours)

Enhanced rates are only paid for hours worked over 37 hours per week. 35 hour employees must therefore claim the first 2 hours worked at plain time using element 012, as detailed below.

Days worked	Hours worked	Enhancement	Element code
Monday to Saturday	35 hours - 37 hours	2 hours at plain time	Element 012
Monday to Saturday	Hours worked over 37	Time and a half	Element 003
Sunday	All hours worked	Time and a half*	Element 003

*Employees with a contractual entitlement to double time as at 31/03/2004 are entitled to double-time on a personally preserved basis. This should be claimed using element 015.

b) Part time employees (normal full time hours- 35 hours)

Enhanced rates are only paid for hours worked over 37 hours per week. Part time employees must therefore claim, additional hours worked up to 35 hours using element 087 to ensure the correct pension contributions are made; thereafter the hours between 35 and 37 hours must be claimed at plain time. Any further hours worked over 37 hours should be claimed at time and a half as detailed below.

Days worked	Hours worked	Enhancement	Element code
Monday to Saturday	Hours worked up to 35 hours	Additional hours (no enhancement; paid at plain time.)	Element 087
Monday to Saturday	35 hours – 37 hours	2 hours at plain time	Element 012
Monday to Saturday	Hours worked over 37 hours	Time and a half	Element 003
Sunday	All hours worked	Time and a half*	Element 003

*Employees with a contractual entitlement to double time as at 31/03/2004 are entitled to double-time on a personally preserved basis. This should be claimed using element 015.

c) Full time employees (37 hours and above)

Enhanced rates can be paid for any hours worked over 37 hours or the relevant full time contracted hours over 37 hours, e.g. an employee may be contracted to 40 hours per week and therefore overtime rates only apply once contracted hours are worked.

Days worked	Hours worked	Enhancement	Element code
Monday to Saturday	Hours worked over 37 Or Hours worked over normal Full Time hours if contracted hours are over 37 hours	Time and a half	Element 003
Sunday	All hours worked	Time and a half*	Element 003

*Employees with a contractual entitlement to double time as at 31/03/2004 are entitled to double-time on a personally preserved basis. This should be claimed using element 015.

d) Part time employees (normal full time hours - 37 hours and above)

Days worked	Hours worked	Enhancement	Element code
Monday to Saturday	Hours worked up to 37 hours	Additional hours (no enhancement)	Element 087
Monday to Saturday	Hours worked over 37 hours	Time and a half	Element 003
Sunday	All hours worked	Time and a half*	Element 003

*Employees with a contractual entitlement to double time as at 31/03/2004 are entitled to double-time on a personally preserved basis. This should be claimed using element 015.

Section 2 Working Additional Hours and Overtime in a different post

This section provides guidance on employees working additional hours or overtime in a post other than their own.

a) Employees working additional hours or overtime in a different post

Employees who have been asked to work overtime or additional hours in a post other than their own should be aware of the following guidance. In addition to the normal information provided in the claim

- The cost centre for the additional hours must be provided.
- The hourly rate for the overtime post must also be added to the claim.
- If the overtime hours worked were at the same hourly rate as the employee's substantive post no hourly rate needs to be added.

Days worked	Hours worked	Enhancement	Element code
Monday to Saturday	Hours worked up to Full Time hours for Overtime post	Additional hours (no enhancement; paid at plain time)	Element 087
Monday to Saturday	35 hours - 37 hours (if normal full time hours is 35 hours)	2 hours at plain time	Element 012
Monday to Saturday	Hours worked over 37	Time and a half	Element 003
Sunday	All hours worked	Time and a half*	Element 003

*Employees with a contractual entitlement to double time as at 31/03/2004 are entitled to double-time on a personally preserved basis. This should be claimed using element 015.

b) Working Contractual Hours in another post (Facilities Services/ Social Work Resources only)

In exceptional circumstances within Facilities Services and Social Work Resources, an employee may be asked to cover another post at short notice and on a very short term basis instead of working their contractual hours in their normal post, for example a cook covering a cook in charge post to cover sickness or a cleaner covering a janitor post at short notice.

The following example shows how a claim like this should be submitted and approved.

Example

A Cleaner contracted for 10 hours per week (8.75 hours Term Time) is asked to cover a Janitor post at 30 hours per week as a result of an emergency cover situation.

As the employee is not undertaking their substantive cleaning duties a claim should be submitted to deduct one week of their basic Cleaner pay under element 001 using a minus as shown below:

i) Deduct Basic hours under 001 Basic Pay:-

Element Code	Hours	Rate of Pay	Cost Centre
001	-8.75	<i>Leave blank</i>	<i>Leave blank</i>

A further claim must then be submitted in order to pay the additional 30 hours at the hourly rate for the Janitor post using element code 001 basic pay. The cost centre of the location of the Janitor post must be provided if different from the employee's substantive post.

ii) Pay hours worked at Janitor rate:-

Element Code	Hours	Rate of Pay	Cost Centre
001	30	£9.42	93267

Section 3 Social Work Employees Undertaking Sleepover duties

Social Work employees required to undertake sleepover duties are paid at the hourly rate of Grade 1 Level 1 (lowest point on LGE pay scales). The number of hours worked in the sleepover shift should be claimed using the Sleepover element 364; the appropriate hourly rate will be automatically paid when this is selected.

Section 4 Standby and Call out

Standby

Employees with a contractual requirement to work standby are paid in line with the nationally agreed rates. Each period of 24 hour of standby starts at the beginning of the employee's normal working day. Standby is claimed under element 337; and the appropriate rate should be used depending on the duration of the standby worked (complete week, night or 24 hour period).

Employees undertaking standby on a public holiday are also entitled to the additional public holiday rate as detailed in the table below and equivalent annual leave in recompense.

Call out

Employees on standby who are subsequently called out, can be paid 1 call out payment in a 2 hour period (claimed under element 336). Where the call out duration is more than 1 hour the employee is entitled to further pay for the entire duration of the call out at the appropriate overtime rate (using element 027 for Call out at plain time; 047 Call out at time and a half; 048 Call out at double time as appropriate).

On Call Duties (when not on standby)

Employees with no requirement to undertake standby but who are contacted or called out should make the appropriate claim using element 336. Employees are entitled to 1 call out payment within each 2 hour period, commencing at the start of the standby session.

Where an employee is entitled to this payment and where the call out duration is more than 1 hour the employee is entitled to further pay for the entire duration of the call out at the appropriate overtime rate using element 027 for Call out at plain time; 047 Call out at time and a half; 048 Call out at double time as appropriate.

Standby and Call out element codes

Standby and Call out		
336 On Call Duties	For employees who are called out out-with normal working hours. If the call out is under 1 hour then only the fee is paid.	Cash Value based on national rate
337 Standby Duties	For employees with contractual requirement to undertake standby.	Cash Value based on national rate
027 Call Out Sup OT Plain Time	For part time employees who are called out out-with their normal working hours and the call out duration is more than 1 hour.	Hours
047 Call Out Overtime and Half	For full time employees who are called out out-with normal working hours. OR For employees who are called out on a Saturday or Sunday.	Hours
048 Call Out Overtime Double	For employees who are called out out-with normal working hours on a Public Holiday. OR For employees called out on a Sunday who are entitled to double-time on a personally preserved basis.	Hours