



**University of Brighton Claim Form for Staff (other than HPLs)**

**(Form SS1)**

This form should be used for casual staff to claim their basic hours and for salaried staff to claim additional hours or overtime. One claim should be completed for each calendar month, and, once authorised by your line manager, submitted to the **Payroll section by the 7<sup>th</sup> of the following month** to ensure payment. It is essential that you put on your **payroll number** which can be found on your payslip. If you have done work for more than one school or department please fill out separate claims.

|                |                      |                      |                      |                      |                      |                            |                          |                     |                      |                      |                      |                      |
|----------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------------|--------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| Payroll number | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Or tick box if first claim | <input type="checkbox"/> | Month/Year of claim | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------------|--------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|

|                      |                      |                      |                           |
|----------------------|----------------------|----------------------|---------------------------|
| Title                | Surname              | First Name           | Date of birth (if casual) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>      |

|                                     |  |                                    |
|-------------------------------------|--|------------------------------------|
| Normal working hours (weekly total) | Job Title (in relation to hours claimed below) | UoB Student Number (if applicable) |
| <input type="text"/>                | SRO Ambassador                                 | <input type="text"/>               |

|                              |                              |
|------------------------------|------------------------------|
| School/Department            | N.I. Number (if first claim) |
| Marketing and Communications | <input type="text"/>         |

| Date                       | Start time | Finish time | Start time | Finish time | Reason for overtime/additional hours |
|----------------------------|------------|-------------|------------|-------------|--------------------------------------|
| 1 <sup>st</sup>            |            |             |            |             |                                      |
| 2 <sup>nd</sup>            |            |             |            |             |                                      |
| 3 <sup>rd</sup>            |            |             |            |             |                                      |
| 4 <sup>th</sup>            |            |             |            |             |                                      |
| 5 <sup>th</sup>            |            |             |            |             |                                      |
| 6 <sup>th</sup>            |            |             |            |             |                                      |
| 7 <sup>th</sup>            |            |             |            |             |                                      |
| 8 <sup>th</sup>            |            |             |            |             |                                      |
| 9 <sup>th</sup>            |            |             |            |             |                                      |
| 10 <sup>th</sup>           |            |             |            |             |                                      |
| 11 <sup>th</sup>           |            |             |            |             |                                      |
| 12 <sup>th</sup>           |            |             |            |             |                                      |
| 13 <sup>th</sup>           |            |             |            |             |                                      |
| 14 <sup>th</sup>           |            |             |            |             |                                      |
| 15 <sup>th</sup>           |            |             |            |             |                                      |
| 16 <sup>th</sup>           |            |             |            |             |                                      |
| 17 <sup>th</sup>           |            |             |            |             |                                      |
| 18 <sup>th</sup>           |            |             |            |             |                                      |
| 19 <sup>th</sup>           |            |             |            |             |                                      |
| 20 <sup>th</sup>           |            |             |            |             |                                      |
| 21 <sup>st</sup>           |            |             |            |             |                                      |
| 22 <sup>nd</sup>           |            |             |            |             |                                      |
| 23 <sup>rd</sup>           |            |             |            |             |                                      |
| 24 <sup>th</sup>           |            |             |            |             |                                      |
| 25 <sup>th</sup>           |            |             |            |             |                                      |
| 26 <sup>th</sup>           |            |             |            |             |                                      |
| 27 <sup>th</sup>           |            |             |            |             |                                      |
| 28 <sup>th</sup>           |            |             |            |             |                                      |
| 29 <sup>th</sup>           |            |             |            |             |                                      |
| 30 <sup>th</sup>           |            |             |            |             |                                      |
| 31 <sup>st</sup>           |            |             |            |             |                                      |
| <b>Total Hours Claimed</b> |            |             |            |             |                                      |

**Section B** To be completed by the person **authorising** the claim.

Casual staff must have first been approved for appointment in the Personnel Department via a 'PD38' or a 'PD8' form **prior** to any claim being submitted.

|   |   |   |
|---|---|---|
| <b>Reason for Claim:</b><br>Please tick one box |   | Overtime (hours at enhanced rate)         |
|   |   | Additional hours at existing salary rate  |
|   | / | Basic hours timesheet (casual staff only) |

|                                 |
|---------------------------------|
| <b>Description of work done</b> |
|---------------------------------|

**Overtime**

Part-time staff can only claim payment at flat rate until a total of 37 hours per week have been worked. This includes casual staff. Staff paid on Scale SO1 or above cannot claim for overtime. Instead, their Head of School/Department may wish to propose an honorarium – see form PD43. However, part-time staff on scale SO1 and above can claim additional hours (up to a total of 37 per week) at flat rate using this form. For staff appointed to work weekend hours only this is at the Head of School/Department's discretion. For detailed rules please see the enhanced payments sheet in the staff handbook.

|   |  |
|---|--|
| Number of hours to be paid at time and a half e.g. weekday evenings and Saturdays |  |
| Number of hours to be claimed at double time e.g. Sundays and Bank Holidays       |  |

**Enhancements**

For Manual Staff needing to claim for an acting allowance please see form MA1

|  |  |
|--|--|
| Number of hours 'weekend call out' (Information Services staff). |  |
| Number of hours Saturday enhancement                             |  |
| Number of hours Sunday enhancement                               |  |
| Number of hours 'call out' (Duty Site Managers).                 |  |
| Number of hours Bank Holiday enhancement                         |  |

**Budget codes** - please fill in for casual staff and for other staff if different from home code.

| Budget Segment | Account Code | Job Code | Number of hours to be charged to this account. |
|----------------|--------------|----------|--|
| C 1 1 U        | 1 5 1 0      |          |  |
| Budget Segment | Account Code | Job Code | Number of hours to be charged to this account. |
|                |              |          |  |
| Budget Segment | Account Code | Job Code | Number of hours to be charged to this account. |
|                |              |          |  |
| Budget Segment | Account Code | Job Code | Number of hours to be charged to this account. |
|                |              |          |  |

**Section C**

I declare that the information I have given on this form is true and accurate.

|                       |            |           |      |
|-----------------------|------------|-----------|------|
| Claimant              | Print Name | Signature | Date |
| Originator/checked by | Print Name | Signature | Date |
| Authorised Signatory  | Print Name | Signature | Date |

**This form should be submitted to the Payroll Section, Mithras House, Lewes Road, Brighton, BN2 4AT, by the 7<sup>th</sup> of the month following the calendar month in which the work was completed.**