**BEBCMAT – Overtime Payments Claim Form**

For the period 14th March 2025 to 15th May 2025 only during the transition period of moving payroll services from Access to Edupay, this form should be completed and sent to HR@bebcmat.co.uk. Any hours you would normally submit via Self Service on Access will need to be added this way.

|  |
| --- |
| **To Be Completed By Employees** |
|  |
| **Employee Number** |  |  |  |  |  |  | **Claim for Month Ending** |  |
|  |
| **Name**  |  | **Post**  |  |
| **School** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **01** | **02** | **03** | **04** | **05** | **06** | **07** | **08** | **09** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** | **25** | **26** | **27** | **28** | **29** | **30** | **31** | **Totals** |
| **Extra Duty / Additional Hours / Overtime – Please specify hours worked in Decimal** | **Hrs** | **Dec** |
| **Extra @ 1.00** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Overtime Monday to Saturday @ 1.33  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Overtime Weekend @ 1.5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
|  | **To be Completed by Authorised Approver**  |
| I certify that the hours claimed have been worked by me |  | Approvers Signature |  | Name (Printed) |  |
| Employee Signature |  |  | Job Title |  |
| Date |  |  | Date |  | Contact Number |  |

When recording hours, these must be specified as decimal and not in hours and minutes e.g. 15 minutes = 0.25 and half hour = 0.50

The payroll cutoff date is 15th of each month. Please ensure the completed and authorised form is returned by 14th April or May. Any forms received after this date will be paid in the next available pay period.