|  |
| --- |
|  **PAYMENT CLAIM FORM – SINGLE STATUS** **Enter claim details overleaf**Use this form to claim:* Part-Time Additional Hours
* Overtime Hours
* Sleep-Ins
 |

|  |  |
| --- | --- |
| For Period Ending\* | Click here to enter a date. |
| Employee Name |   |
| Employee Payroll Number |  |
| Contracted Hours |  |
| Post Title |  |
| Service |  |
| Section/School/Base |  |
| **Employee Declaration****I hereby certify that this claim is a true and accurate record of my additional payments due in accordance with the Council’s policies and procedures.** |
| Signature |  |
| Date | Click here to enter a date. |

|  |
| --- |
| **Declaration by Authorised Signatory****I** **hereby authorise the claimed payments overleaf which are in accordance with the Council’s policies and procedures**. **Following authorisation, completed forms must be emailed to** **Timesheets@pkc.gov.uk****.** |
| Signature |  |
| Authoriser Name(Print Name) |  |
| Job Title |  |
| Date |  |

**PAYROLL USE ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Number** | **Element** | **Value** | **Financial Code** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Claim Details – All unpaid breaks should be deducted from hours claimed**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Day Type(See key below) | From (hr:min) | Break Taken(hr:min) | To(hr:min) | Hours claimed (hr.min) | Reason | Financial Code(if different from post budget code) |
| **Week 1** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Week 2** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Week 3** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Week 4** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Week 5** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Key - Day Type

|  |  |
| --- | --- |
| WD | Normal Working Day |
| NWD | Non-Working Day |
| RD | Rest/Free Day |
| PH | Public Holiday |