|  |  |
| --- | --- |
| **PERTH & KINROSS COUNCIL**  **SINGLE STATUS CASUAL WORKER CLAIM FORM**  **Enter claim details overleaf** | |
| **Holiday Pay @ 12.07% will be paid for all time worked in line with Council Policy** | |
| For Period Ending\* | Click here to enter a date. |
| Employee Name |  |
| Employee Payroll Number |  |
| Post Title |  |
| Service |  |
| Section/School/Base |  |
| Date Commenced in current placement |  |
| **Local Government Pension Scheme (LGPS) Postponement Notice**  To help people save more for their retirement, all employers are now required by law to enrol workers, who meet certain criteria, into a workplace pension scheme if they are not already in one. We have, as allowed by law, postponed your automatic enrolment into our workplace pension scheme (LGPS) for 3 months.  If you meet the criteria in 3 months’ time you will be automatically enrolled into LGPS. You may at any time opt to join the scheme by emailing a letter which has been signed by you to [payrollandreward@pkc.gov.uk](mailto:payrollandreward@pkc.gov.uk). Please include the phrase “I confirm I personally submitted this notice to join a workplace pension scheme”. | |
| **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 andprocedures. **It is the Budget Manager’s responsibility to ensure that the financial coding is correct prior to authorisation**. **Following authorisation, completed forms must be emailed to** [**Timesheets@pkc.gov.uk**](mailto:Timesheets@pkc.gov.uk)**.** | |
| Signature |  |
| Print Name |  |
| Job Title |  |
| Date | Click here to enter a date. |

**PAYROLL USE ONLY**

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

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **From (hr:min)** | **Break Taken** | **To**  **(hr:min)** | **Hours Claimed**  **(hr.min)** | **Reason** | **Financial Code**  **must always be completed** |
| **Week 1** | | | | | | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Week 2** | | | | | | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Week 3** | | | | | | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Week 4** | | | | | | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Week 5** | | | | | | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |