

PAYROLL CLAIM



Approval must be obtained before undertaking extra work

Claims to be submitted within 1 month of work undertaken

Mid-month payroll claims to be submitted by 17th of month

Payment will be made in the following month

Hours column to be used for additional hours worked within term time only contracts

Special Payments columns to be used for 'Teacher Cover' and 'On Call Premises' only

Unsocial Hours columns to be used for weekend work only or hours worked beyond full time, all year contracts.

DETAILS OF CLAIMS MADE FOR THE MONTH

EMPLOYEE FULL NAME

EMPLOYEE DECLARATION

I sought the appropriate approval and then carried out the work, in the time for which I am claiming payment.

Signature

and Date:

OVERTIME PAYMENTS

SPECIAL PAYMENTS

[illegible]

HEADTEACHER TO COMPLETE THIS SECTION

Authorised:	(Headteacher's signature)	(Date)
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Comments:	