**Overtime and Additional Hours**

All Payroll templates can be found here on BSO:

<https://bso.bradford.gov.uk/Schools/CMSPage.aspx?mid=3501>

**General Info**

* Do not delete any cells
* Always start on row 9 – don’t leave any lines above blank
* Make sure all entries are in one block – don’t leave any lines between entries blank
* Please do not put any full stops in the file name when saving

**Template Details**

**Authorised Officer**

* Needs to appear on the Approved Officers Authorised Signatories form
	+ If they do not – get in touch with your Payroll contact and complete a new form
* Please make sure telephone number and email address is up to date

**Filling in the Template**

**Payroll Number**

* Ensure this is the correct employee and position that the overtime is for

**Last Name & First Name**

* Need to tie up with Payroll number

**Date**

* Use ‘/’ rather than ‘.’ when entering dates
	+ E.g. 01**/**04**/**2019 (rather than 01**.**04**.**2019)

**Wage Type**

* Select from the dropdown (one of the four below)
* Please ensure hours for casual teachers are recorded correctly (1006 – Casual Hrs)
	+ OT codes will not always deduct pension contributions
	+ This can affect their service records resulting in missing service



*- Casual teachers should be recorded as 1006*

*- Overtime for contracts less than 37 hours are paid at normal time*

*- Overtime for 37 hour contracts are paid at time and a half*

**No of Hours**

* Enter as **DECIMAL FORMAT**
* 15 minutes = 0.25 (not 0.15), 30 minutes = 0.5 (not 0.30), 45 minutes = 0.75 (not 0.45)
* Minutes to decimals can be worked out by the number of minutes ÷ 60
	+ 15 minutes: 15 ÷ 60 = 0.25
	+ 20 minutes: 20 ÷ 60 = 0.3333… (0.33 rounded to two decimal places)
	+ 40 minutes: 40 ÷ 60 = 0.6666… (0.67 rounded to two decimal places)

**Hourly Rate**

* Overtime will be paid at an employees normal hourly rate if this field is left blank
* If overtime should be paid at a different rate, enter this in the hourly rate field