

ACADEMIC STAFF - MONTHLY CLAIM FOR ADDITIONAL PAYMENTS

First NameSurname.....

Faculty/Centre.....Employee Ref. No.

Claim for the month of Year

PLEASE REFER TO THE GUIDANCE NOTES ON THE REVERSE OF THIS FORM

NOTE: The Dean of Faculty/Director of Centre will be expected to justify why this work is additional and the extent to which it can be covered by the Faculty/Centre's part-time budget for the academic year to which it relates.

Work undertaken on – date	Additional hours or Agreed Fee being claimed for work undertaken on the date specified	Reason for the additional work being required – details to be provided*	Total number of additional hours being claimed/or Agreed Fee being claimed

Declaration

I claim payment for the above work undertaken **in addition to** the annual workload already agreed/approved with the Dean of Faculty/Director of Centre for the current academic year.

Signed..... Date.....

Authorisation

I authorise that payment be made in respect of the above work undertaken **in addition to** the annual workload already agreed/approved for the current academic year.

Signed..... Date.....
(Dean of Faculty/Director of Centre)

GEN CODE:.....

(Note – code must be provided for claim to be processed by payroll)

Financial Services Unit use only

Cost Code				Data Code	

Academic Staff - Form for Additional Payments — Guidance on Use

- Payment against this claim will be made in arrears.
- This form must be used ***where the work specified** has been undertaken **in addition to** the annual workload already agreed/approved with the Dean of Faculty/Director of Centre for the current academic year.
- The form is to be used for Core Academic Staff only (full-time and fractional) who are asked to undertake work **in addition to their agreed/approved annual workload for the current academic year** in which they are claiming payment.
- Account must be taken of implications in respect of the working time directive regarding the number of hours being worked each week by the employee.
- A Request for Hourly Paid Lecturing form **should not be used** for Core Academic Staff who are asked to undertake work in addition to their agreed/approved annual workload for the current academic year.
- **Additional hours** agreed/approved will be classed as overtime and payment will be based on the employee's hourly rate of pay (applicable to their annual salary at the time of the claim) with an uplift of 50%. There will be no uplift applicable to an Agreed Fee.
- Deductions in respect of pension contributions will not be applicable.
- A claim for payment must be authorised and appropriately coded by the Dean of Faculty/Director of Centre before being submitted to the Payroll section to meet the next available payroll deadline date after the work has been undertaken.