Guideline for Overtime Working and Payments

Finance

Contents

Notes

A) Form P3

1) Form P3 should be used in conjunction with "hourly paid" contracts issued by Human Resources. Further information on this type of contract can be obtained from Human Resources.

2) Completed forms must be **sent to payroll** by the 5th of the month, by email attachment, to payroll@strath.ac.uk .

B) Forms P1 & P2

1) These forms should only be used for payments to employees who are not on hourly paid contracts.

2) Overtime relates to staff on Grades 1 to 5 only.

3) If a fixed fee is due then the actual amount to be paid to the employee should be entered on this form. (NB THE TOTAL CHARGE TO THE COST CENTRE WILL BE THE FEE PLUS 13.8% TO COVER EMPLOYER'S NATIONAL INSURANCE COSTS.) The University is obliged to pay the employer's NI contributions on all payments covered by HM Revenue & Customs regulations.

4) Completed claim forms must be **submitted to Human Resources** by the 5th of any month to ensure payment in that month.

5) Do NOT send copies of claim forms to the Finance Office.

C) Forms P1, P2 & P3

1) All claims should be for one calendar month.

2) Payments will be made one month in arrears, therefore claims should be submitted either during, or at the end of, the month in which the work was carried out.

3) The account code to be charged must be shown or the form will be returned.

4) Incomplete or incorrect information will result in the form being returned and a delay in payment could occur.