

# DETAILS OF OVERTIME HOURS WORKED

25
1      2

## SERVICES

Employee Name	Week Ending	Employee Number	Alternate Rate		Public Holiday Single Rate	Normal O/T		Sunday O/T		Other		Remarks	
			£	p		Hrs	Dec	Hrs	Dec	Hrs	Dec		Hrs
		3	12	18	24	32	35	36	39	40	43	46	57

NOTES:- \*The code entered should, when divided by 12, give the appropriate overtime premium e.g. code 16 indicates 1 1/3 time code 36 indicates treble time.

- 1. Employee Number must be shown against each line entry.
- 2. Hours claimed must be shown in decimals of 2 points (e.g. 1/4 hr. = .25)

Certified Correct

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Head of Service