Overtime element codes

When claiming overtime the correct pay code must be chosen, these codes are referred to as pay elements, this will ensure that employees' pay is correct and that pension scheme members also pay the correct pension contributions on any additional hours worked. Pension contributions are not paid on hours worked over and above the normal full time hours for a post.

Employees are responsible for selecting the correct element number when inputting overtime claims and managers are responsible for checking that the correct element has been selected through the approval process.

The table below shows the elements to use in claims for additional hours and overtime worked.

Summary of overtime elements

Element	Element description	Entry value
087 PT Add Hours	Plain Time Additional Hours - This element should be used for part time employees working additional hours up to the normal full time hours of the post.	Hours
012 Overtime Plain	Plain Time Overtime - This element should be used for full time employees (35 hours per week) and claiming the first 2 hours of overtime (up to 37 hours per week when eligible for enhanced rate).	Hours
003 Overtime Time Half	Time and a Half Overtime - This element should be used for employees working additional overs over 37 hours per week. This element should also be used for all hours worked on a Sunday (unless entitled to double time).	Hours
029 Overtime Public Holiday-	Public Holiday Overtime - This element should be used when an employee works on a public holiday and is not entitled to double time. The hours worked should be doubled e.g. worked 4 hours, should be entered as 8 hours.	Hours
015 Overtime Double	Double Time Overtime - This element should be used for employees entitled to double time (contractual entitlement before 31/03/2004) on a Sunday or Public Holiday.	Hours
027 Call Out Plain Time	Call Out Plain Time - This element should be used for part time employees (up to 37 hours per week) who are called out out-with their normal working hours.	Hours
047 Call Out Time Half	Call Out Time and a Half - This element should be used for full time employees (37 hours per week) who are called out out-with their normal working hours. This element should also be used for employees who are called out on a Sunday.	Hours
048 Call Out Double Time	Call Out Double Time - This element should be used for employees called out out-with their normal working hours on a Public Holiday or on a Sunday (only for employees who are entitled to double time - employees working a Public Holiday who are due double time should use element E029).	Hours

Element	Element description	Entry value
337 Stand by Allowance	Stand By Allowance - This element should be used for employees with contractual obligations to undertake stand by.	Cash value
336 Call Out/Disturbance Payments	Call Out/Disturbance Payments - This element should be used when an employee is contacted or called out out-with their normal working hours.	Cash Value
364 Sleepover (Social Work Only)	Sleepover (Social Work only) - This element should be used for Social Work employees when undertaking sleepover duties.	Hours
001 Basic Pay Acting Up	New Fusion Overtime Element - Basic Pay Acting Up. This element should be used when an employee is acting up in a different role.	Hours
001 Casual Basic Pay	New Fusion pay element to be used by casual workers claiming hours worked.	Hours

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