

Overtime examples and element codes

Overtime, stand-by, callout and keeping in touch claims

All overtime must be pre-approved prior to being worked. When submitting or approving overtime in Oracle Fusion, please be aware of the following:

- The total hours claimed are calculated correctly.
- Extra time of less than half an hour in any one day will not count as overtime. All overtime of half an hour or more on any one day will be aggregated for each week and only completed half hours will be paid.
- For call out claims, there must be a 2-hour period between each call out.
- Overtime should be claimed for any call-out lasting more than 1 hour.
- Employees on or over SCP74 should seek preapproval from the Head of Personnel Services before working overtime.
- Overtime claims will be automatically capped at SCP 74.
- Only employees with a contractual entitlement to double time will have the option to submit claims of this type.

Managers must thoroughly check all overtime claims are accurate, and that prior authorisation has been given to work the hours before they are claimed. In limited circumstances it may not be possible to pre-approve overtime, for example, responding to emergencies.

If you are submitting overtime and are unsure what element codes to use, please refer to the examples below based on the number of contracted hours you work per week.

Section 1 Working additional hours or overtime in your contracted post

[Full Time employees - 35 hours per week](#)

[Part time employees - normal full time hours – 35 hours per week](#)

[Full time employees - 37 hours and above](#)

[Part time employees - normal full time hours - 37 hours and above](#)

Section 2 Working additional hours and overtime in a different post

[Working Additional Hours and Overtime in a different post](#)

[Working Contractual Hours in another post](#)

Section 3 Sleep over (Social Work only)

[Sleep over](#)

Section 4 Casual workers

Section 5 Keeping in touch payments

Section 6 Summary of elements to use

Section 1 Working additional hours and overtime in contracted post

Section 1 provides guidance on full time and part time employees working additional hours or overtime in their own post.

Full time employees (35 hours)

- Enhanced rates are only paid for hours worked over 37 hours per week.
- 35-hour employees must therefore claim the first 2 hours worked at plain time using element **E012 Overtime Plain**, as detailed below.

Days worked	Hours worked	Enhancement	Element code
Monday to Saturday	35 hours - 37 hours	2 hours at plain time	E012 Overtime Plain
Monday to Saturday	Hours over 37 hours	Time and a half	E003 Overtime Time & Half
Sunday	All hours worked	Time and a half*	E003 Overtime Time & Half

*Employees with a contractual entitlement to double time as at 31/03/2004 are entitled to double-time on a personally preserved basis. This should be claimed using E015 Overtime Double Time.

Part time employees (normal full-time hours - 35 hours)

- Enhanced rates are only paid for hours worked, over 37 hours per week.
- Part-time employees must therefore claim additional hours worked, **up to 35 hours** using element **E087 PT Additional Hours Basic** (to ensure the correct pension contributions are made)
- Hours between 35 and 37 hours must be claimed at plain time **E012 Overtime Plain**.
- Any further hours worked over 37 hours should be claimed at time and a half **E003 Overtime Time & Half** as detailed below.

Days worked	Hours worked	Enhancement	Element code
Monday to Saturday	Hours worked up to 35 hours	No enhancement.	E087 PT Additional Hours Basic
Monday to Saturday	35 hours – 37 hours	2 hours at plain time	E012 Overtime Plain
Monday to Saturday	Hours worked over 37 hours	Time and a half	E003 Overtime Time & Half
Sunday	All hours worked	Time and a half*	E003 Overtime Time & Half

*Employees with a contractual entitlement to double time as at 31/03/2004 are entitled to double-time on a personally preserved basis. This should be claimed using element E015 Overtime Double Time.

Full time employees (37 hours and above)

- Enhanced rates can be paid for any hours worked over 37 hours or the relevant full-time contracted hours of the post (if above 37 hours per week). For example, an employee may be contracted to work 40 hours per week; therefore overtime rates only apply when contracted hours are exceeded.

Days worked	Hours worked	Enhancement	Element code
Monday to Saturday	Hours worked over 37 or hours worked over normal full time hours if contracted hours are above 37 hours per week	Time and a half	E003 Overtime Time & Half
Sunday	All hours worked	Time and a half*	E003 Overtime Time & Half

*Employees with a contractual entitlement to double time as at 31/03/2004 are entitled to double-time on a personally preserved basis. This should be claimed using element E015.

Part time employees (normal full-time hours - 37 hours and above)

Days worked	Hours worked	Enhancement	Element code
Monday to Saturday	Hours worked up to 37 hours	No enhancement	E087 PT Additional Hours Basic
Monday to Saturday	Hours worked over 37 hours	Time and a half	E003 Overtime Time & Half
Sunday	All hours worked	Time and a half*	E003 Overtime Time & Half

*Employees with a contractual entitlement to double time as at 31/03/2004 are entitled to double-time on a personally preserved basis. This should be claimed using element 015 Overtime Double Time.

Section 2 Working additional hours and overtime in a different post

Employees working overtime or additional hours in a post other than their own should be aware of the following guidance. In addition to the normal information provided in the claim

- The cost centre for the additional hours must be provided if they are being costed to a different cost centre. See [Oracle Fusion cost centre](#) information. Alternatively ask your manager for this code.
- The spinal column point for the overtime post must also be added to the claim if different to the employee's own post.

Employees working additional hours or overtime in a different post			
Days worked	Hours worked	Enhancement	Element code
Monday to Saturday	Hours worked up to Full time hours for post	No enhancement	E087 PT Additional Hours Basic
Monday to Saturday	35 hours - 37 hours (if normal full-time hours are 35 hours)	2 hours at plain time	E012 Overtime Plain
Monday to Saturday	Hours worked over 37	Time and a half	E003 Overtime Time & Half
Sunday	All hours worked	Time and a half*	E003 Overtime Time & Half

*Employees with a contractual entitlement to double time as at 31/03/2004 are entitled to double-time on a personally preserved basis. This should be claimed using element E015 Overtime Double Time.

Working contractual hours in another post (Facilities Services/ Social Work Resources only)

In some resources, due to specific requirements, employees are asked to work their basic hours in a different post in an “acting up” capacity.

In these circumstances the pay element called **E001 Basic Pay Acting Up** should be selected. When chosen, this element will automatically pay the difference between the employee’s normal rate of pay and the post they are acting up to.

When making claims for this type, the following information should be provided:

1. the date worked.
2. the number of contractual hours worked in the acting up capacity.
3. Add 001 Basic Pay Acting Up in the element column.
4. the spinal column point of the job undertaken.
5. the cost centre of the job undertaken (if different from normal post).

Example- contractual hours in a different post

A Cleaner contracted for 10 hours per week (8.75 hours Term Time) is asked to cover a Janitor post at 30 hours per week because of an emergency cover situation. As the employee is not undertaking their substantive cleaning duties the system will automatically calculate the difference between the 2 posts and pay the difference. Any hours worked over employees normal working hours should be claimed as overtime/additional hours as normal.

Hours worked	Enhancement	Element code	SCP
Basic hours worked in substantive post <i>for example 2 hours per day</i>	No enhancement 2 hours will be paid at the acting up scp.	Element 001 Basic pay acting up	25
Additional hours worked in cover post up to 35 hours	No enhancement Remaining hours will be paid at the acting up scp.	E087 PT Additional Hours Basic	25

Section 3 Social Work employees undertaking sleepover duties

Social Work employees required to undertake sleepover duties are paid at the hourly rate of Grade 1 Level 1 SCP 20. The number of hours worked in the sleepover shift should be claimed using the **Sleepover element 364**; the appropriate hourly rate will be automatically paid when this is selected.

Section 4 Casual workers

Casual worker claims should provide the date worked and number of hours worked per day using pay element **E001 Casual Basic Pay** in the element column. There is no need to provide spinal column point, cost centre or subjective code unless the hours worked are in a different post. This element will automatically pay 12.07% in respect of accrued annual leave.

Section 5 Keeping in touch payments

Employees can claim payment for working keeping in touch days relating to a period of maternity, adoption leave or career break. Choose the element keeping in touch payment and add the hours worked each day. These will be submitted to your manager for approval and paid at your normal rate of pay.

Section 6 Summary of all elements

Overtime element	Description	Value
E012 Overtime Plain	This element should be used for full time employees (35 hours per week) when claiming the first 2 hours of overtime at plain time	Hours
E087 PT Additional Hours Basic	This element should be used for part time employees working additional hours up to the normal full-time hours of the post (normally 35 or 37 hours).	Hours
E015 Overtime Double Time	This element should be used for employees entitled to overtime at double time (contractual entitlement before 31/03/2004) on a Sunday or Public Holiday.	Hours

Overtime element	Description	Value
E029 Public Holiday	<p>This element should be used when an employee works on a fixed public holiday and is not entitled to double time.</p> <p>If a day in lieu is not being taken the hours worked should be doubled e.g. worked 4 hours, should be entered as 8 hours.</p>	Hours
E001 Casual Basic Pay	Pay element to be used by casual workers claiming hours worked. SCP does not need to be added to the claim	Hours
E001 Basic Pay Acting Up	<p>New Fusion Overtime Element - Basic Pay Acting Up.</p> <p>This element should be used to claim contractual hours when an employee is acting up in a different role at a different rate of pay.</p>	Hours
E364 Sleepover (Social Work only)	This element should be used for Social Work employees when undertaking sleepover duties.	Hours
E027 Call out Overtime Plain	<p>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.</p> <p>This element should also be used when an employee has worked overtime on a public holiday.</p>	Hours
E047 Call Out Time and Half	<p>This element should be used for full time employees (37 hours per week) who are called out, out-with their normal working hours.</p> <p>This element should also be used for employees who are called out on a Sunday.</p>	Hours
E048 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	Hours
E337 Standby allowance	This element should be used for employees with a contractual obligation to undertake stand by duties.	Cash Value
E336 On call duties	This element should be used when an employee is called out out-with their normal working hours.	Cash Value
Keeping in Touch	This element should be used for employees claiming keeping in touch hours in respect of maternity, adoption or career break.	Hours

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