***DCU OVERTIME CLAIM FORM***

 **NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **STAFF NO.:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **SCHOOL/DEPT.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **W/E SUNDAY**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please read the overtime regulations below before completing this form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **Date** | **Working Time** | **Hours** | **SUBCOST\ACCOUNT TO BE CHARGED (if not applicants normal School/Unit)** |
| **From** | **To** |  | **Flat Rate Time** |  | **Time + Half** | **Double Time** |
| **Mon** |  |  |  |  |  |  |  |  |  |
| **Tues** |  |  |  |  |  |  |  |  |  |
| **Wed** |  |  |  |  |  |  |  |  |  |
| **Thurs** |  |  |  |  |  |  |  |  |  |
| **Fri** |  |  |  |  |  |  |  |  |  |
| **Sat** |  |  |  |  |  |  |  |  |  |
| **Sun** |  |  |  |  |  |  |  |  |  |
|  |  |  | **TOTAL HRS** |  |  |  |  |  |  |

The hours of overtime specified above were worked by me.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The overtime specified above was authorised by me and the hours worked. It was not possible to have the work involved done during normal working hours.

Signature of Approver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POINTS TO NOTE**

**FULLY COMPLETED AND APPROVED FORMS MUST BE SUBMITTED TO THE PAYROLL OFFICE BY EMAIL TO** **PAYROLL@DCU.IE** **OR VIA INTERNAL POST TO PAYROLL OFFICE\FINANCE OFFICE DROPBOX.**

**WEEKLY PAID CUT OFF-NO LATER THAN 5.00pm ON MONDAY OF PAY WEEK, IF MONDAY FALLS ON A BANK HOLIDAY, THE FORM HAS TO BE SUBMITTED BY THE PRECIDING FRIDAY.**

**MONTHLY PAID CUT OFF- NO LATER THAN 15th OF THE PAY MONTH, IF THE 15TH FALLS ON WEEKEND DAY OR BANK HOLIDAY, THE RELEVANT DETAILS SHOULD BE SUBMITTED BY THE PRECEDING FRIDAY.**

**ANY LATE SUBMISSIONS WILL BE PROCESSED IN THE NEXT AVAILABLE PAYMENT RUN**