



UNIVERSITY COLLEGE DUBLIN

Overtime Claim Form

1. This claim form should only be completed where approval for payment of overtime has been agreed in advance with the College Finance Officer or equivalent (i.e. prior to overtime being worked).
2. Claimants may not submit claims for overtime until after the overtime work is complete. Any claims forms received by HR Operations prior to the work being completed will be returned.
3. Photocopies of claims or incomplete forms will not be processed.
4. Personnel No. must be stated to avoid a delay in payment.
5. Please note that if the hours of work are greater than 4.5 hours, and less than 6 hours, an employee must take a break of 15 minutes, or if the hours of work exceed 6 hours, an employee must take a break of 30 minutes, in accordance with Employment Law.
6. The Working Time Act, 1997, limits the maximum average working week to 48 hours, this includes payment of overtime. Weekly working time can be averaged out over a four-month reference period.
7. Overtime payments are made in accordance with the revisions agreed in Building Momentum – A New Public Service Pay Agreement and come into effect on 1 July 2021.
8. It is University policy that claims must be submitted on a weekly basis for all authorised overtime completed each week and on a monthly basis for all authorised overtime completed each month.
9. Claims must be signed by the Head of School/Unit, and scanned to hrhelpdesk@ucd.ie by the following deadlines:
Weekly Claims: Wednesday @ 5pm for payment the following week. Monthly Claims: 3rd of the month

This claim is in respect of hours worked in the School/Unit over and above the minimum working week requirements as outlined in the Public Service Pay Agreement 2021 – 2022.

Forename: _____ Surname: _____

Personnel No: _____ Paid: Weekly - Monthly (please circle)

School/Unit: _____

Day	Date	Time		No of Hours	For office use only		
		From	To		Code	Hours	W/E (Friday)

Signed: _____ Date: _____
Employee

Please do not sign below until you have confirmed that the staff member has worked the minimum number of hours as required under the Public Service Pay Agreement 2021 – 2022 (37 hours for those with a working week of less than 37 hours)

Approved: _____ Cost Centre: _____ Date: _____
Head of School/Unit