

Things you need to know when claiming overtime in myHR:


- You can only claim overtime if you have a permanent or temporary contact. Claims for casual, supply, locum or relief work must be claimed using the paper claim form.
- Claims should be for **one month** period only and **not** include multiple months.
- Only submit your claim when you know you will not be doing any other overtime work in a month. It is best practice to collate all your overtime shifts on to one claim and then submit the form to your manager.
- All overtime **must be** authorised in advance by your manager.
- Employees who have more than one position must ensure they select the position linked to the worked overtime. If you don't and you select '**All positions**' managers have been instructed to reject the claim and you will need to start a **new** claim selecting the correct position.
- An employee cannot claim overtime in advance, only in arrears.
- When entering times into a field you must use the 24-hour clock. However, if you work to or at midnight, you must enter the time as 00:00 and not 24:00.
- Click on the '+' symbol to add a line. Or, the '-' symbol to delete a line.
- You can only claim enhanced rates of overtime when your **job has the contracted hours of 37**. For multi-post holders you cannot total the hours for all your positions.
- As per policy you must deduct a minimum break of 30 minutes after 6 hours worked.

Overtime examples

Early shift Overtime – up to 7:00am

Claim example: the employee is claiming overtime from 6:00 am to 7:30 am.

Element	Date	Brief Description of Duties	Hours Worked		+	-
			From	To		
Additional Hours up to 37pr/wk between 07:00 to 21:00	12/02/2024	Janitorial duties	06:00	07:30	1.50	

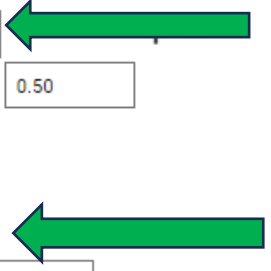


What is wrong with this claim?

The employee worked before 7:00 am. Time worked between 6:00 am and 7:00 am are classed as Night Work. One hour is claimed as 'Night work'. The remaining 30 minutes are claimed as 'Additional hours'.

Element	Date	Brief Description of Duties	Hours Worked		
			From	To	
Additional Hours up to 37pr/wk between 07:00 to 21:00	12/02/2024	Janitorial duties	07:00	07:30	0.50

Element	Date	Brief Description of Duties	Hours Worked		
			From	To	
Night Work (hours between (21:00 and 07:00)	12/02/2024	Janitorial duties	06:00	07:00	1.00




Night Work overtime – 20-hour contract (only)

The example below shows an employee who has a 20-hour contract (only) claiming night work.

What is wrong with this claim?

The employee hasn't shown a break of 30 minutes. Overtime hours worked from 7:00 am to 7:30 are claimed as 'Additional hours' (plain time).

Element	Date	Brief Description of Duties	Hours Worked		
			From	To	
Night Work (hours between (21:00 and 07:00))	12/02/2024	Janitorial duties	21:00	07:30	+ - 10.50



The employee has split their 'Night work' to show the 30-minute break. The hours worked after 7:00 am have been entered as 'Additional Hours'.

Element	Date	Brief Description of Duties	Hours Worked		
			From	To	
Additional Hours up to 37pr/wk between 07:00 to 21:00	12/02/2024	Janitorial dutiesq	07:00	07:30	← 0.50
Night Work (hours between (21:00 and 07:00))	12/02/2024	Janitorial duties	02:30	07:00	+ - ←
Night Work (hours between (21:00 and 07:00))	12/02/2024	Janitorial duties	21:00	02:00	+ - ←

← 9.50

Element Date Brief Description of Duties Hours Worked

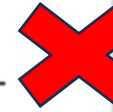
Night Work overtime – 30-hour contract (only)

The example below shows an employee who has a 30-hour contract (only) claiming night work.

What is the wrong with the claim?

The employee hasn't shown a break of 30 minutes. Overtime hours worked from 7:00 am to 7.30 should be claimed at 'Additional hours' (plain time).

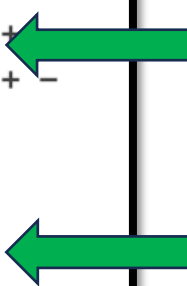
Element	Date	Brief Description of Duties	Hours Worked		
			From	To	
Night Work (hours between (21:00 and 07:00))	12/02/2024	Janitorial duties	21:00	07:30	10.50



The employee has split their 'Night work' to show the 30-minute break. The hours worked after 7:00 am have been entered as 'Additional Hours'

Element	Date	Brief Description of Duties	Hours Worked		
			From	To	
Night Work (hours between (21:00 and 07:00))	12/02/2024	Janitorial duties	21:00	02:00	7.00
Night Work (hours between (21:00 and 07:00))	12/02/2024	Janitorial duties	02:30	04:30	

Element	Date	Brief Description of Duties	Hours Worked		
			From	To	
Overtime over 37hr/wk	12/02/2024	Janitorial duties	04:30	07:30	3.00




Sleep in Allowance Hours

What is the wrong with the claim?

The employee has worked 8 hours and in the 'Total Units Worked' field entered 1 unit. If this is authorised will mean the employee will only be paid for 1 hour.

Element	Date	End Date (dd/mm/yyyy)	Brief Description of Duties	Total Units Worked
Sleep in Allowance Hours	12/02/2024	12/02/24	Sleep in	1.00

1.00




Total units worked should be the total number of hours the employee works for the relevant to units/work location.

1 unit = 1 hour pay at sleep in rate.

The employee works 8 hours so enters 8 in the 'Total Units Worked' field.

Element	Date	End Date (dd/mm/yyyy)	Brief Description of Duties	Total Units Worked
Sleep in Allowance Hours	12/02/2024	12/02/24	Sleep in	8.00

8.00




Hours worked over 35 hours contract

What is the wrong with the claim?

The employee is contracted to work 35 hours. They have worked 4 hours overtime and claimed the hours as 'Overtime over 37 hrs'.


Element	Date	Brief Description of Duties	Hours Worked		+ -
			From	To	
Overtime over 37hr/wk	12/02/2024	Janitorial duties	16:30	20:30	4.00




This is incorrect as the 2 hours must be claimed at plain time taken total worked hours to 37hours. 2 hours at time ½

The employee has claimed 2 hours using 'Additional Hours up to 37 hrs pr wk' (plain time). Then they have claimed the 2 hours as 'Overtime over 37/wk'.

Element	Date	Brief Description of Duties	Hours Worked		+ -
			From	To	
Additional Hours up to 37pr/wk between 07:00 to 21:00	12/02/2024	Duties	16:30	18:30	2.00



Element	Date	Brief Description of Duties	Hours Worked		+ -
			From	To	
Overtime over 37hr/wk	12/02/2024	Janitorial duties	18:30	20:30	2.00



Call out on Standby

What is wrong with the claim?

The employee has entered the dates and times of the call outs. There must be a clear 2-hour break between each call out when making an overtime claim.

Element	Date		End Date (dd/mm/yyyy)	Brief Description of Duties	Total Units Worked		
Call out on Standby	12/02/2024		12/02/2024	12:30 Call cover	1.00	+	-
Call out on Standby	12/02/2024		12/02/2024	13:35 Lost keys	1.00	-	-
Call out on Standby	12/02/2024		12/02/2024	15:00 sickness cover	1.00	+	-
					3.00		

The employee has entered the details of their first call out. The 2nd call out was within 2 hours so the employee cannot claim for the 2nd call out. The 3rd call was out with the 2 hours so can be claimed.

Element	Date		End Date (dd/mm/yyyy)	Brief Description of Duties	Total Units Worked		
Call out on Standby	12/02/2024		12/02/2024	12:30 Call cover	1.00		
Call out on Standby	12/02/2024		12/02/2024	13:35 Lost keys	0.00	+	-
Call out on Standby	12/02/2024		12/02/2024	15:00 sickness cover	1.00		
					2.00		

Depending on your service area your manager may ask you to detail all your calls. If they fall within the 2-hour frame you will need to enter '**zero**' into the Total units worked field.

Broken Standby - weekday, weekend and public holiday

What is the wrong with the claim?


The employee has entered the dates they were on standby, but they haven't separated the weekdays from weekends.

Element	Date	End Date (dd/mm/yyyy)	Brief Description of Duties	Total Units Worked
Broken Standby Weekday	03/02/2024	11/02/2024	Standby	9.00
				9.00



The employee has entered the weekdays individually and the weekends have been entered under the correct element names.

Element	Date	End Date (dd/mm/yyyy)	Brief Description of Duties	Total Units Worked
Broken Standby Weekday	05/02/2024	09/02/2024	Standby	5.00
				5.00

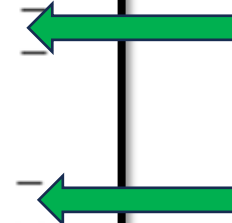


Element	Date	End Date (dd/mm/yyyy)	Brief Description of Duties	Total Units Worked
Broken Standby Weekday	05/02/2024	05/02/2024	Testing	1.00
Broken Standby Weekday	06/02/2024	06/02/2024	test	1.00
Broken Standby Weekday	07/02/2024	07/02/2024	test	1.00
Broken Standby Weekday	08/02/2024	08/02/2024	test	1.00
				4.00

If your manager asks you to break the weekdays into individual entries. Your claim should look like this.

Element	Date	End Date (dd/mm/yyyy)	Brief Description of Duties	Total Units Worked
Broken Standby Saturday	03/02/2024	03/02/2024	Standby	1.00
Broken Standby Saturday	10/02/2024	10/02/2024	Standby	1.00
				2.00

Element	Date	End Date (dd/mm/yyyy)	Brief Description of Duties	Total Units Worked
Broken Standby Sun/PH	04/02/2024	04/02/2024	Standby	1.00
Broken Standby Sun/PH	11/02/2024	11/02/2024	Standby	1.00
				2.00



Public holidays

Example: how you claim overtime when you are **contracted** to work on a Public Holiday.

Element	Date	Brief Description of Duties	Hours Worked	
			From	To
Contracted to Work on a P/H as part of normal working week	29/03/2024	Shift work	08:00	12:00
Contracted to Work on a P/H as part of normal working week	29/03/2024	Shift work	12:30	16:00


Example: how you claim overtime when you are **not contracted** to work on a Public Holiday.

Element	Date	Brief Description of Duties	Hours Worked	
			From	To
Overtime Hours worked on a Public Holiday	29/03/2024	Cover for holidays	08:00	12:00
Overtime Hours worked on a Public Holiday	29/03/2024	Cover for holiday	12:30	16:00



What is the wrong with this claim?

The employee has entered their overtime hours but hasn't shown a break.

Element	Date	Brief Description of Duties	Hours Worked		Hours
			From	To	
Overtime Hours worked on a Public Holiday	29/03/2024	Overtime cover	00:00	07:30	7.50



When an employee works over 6 hours, they must show a minimum of a 30-minute break.

			From	To			
Overtime Hours worked on a Public Holiday	<input type="text" value="29/03/2024"/>		Overtime cover	00:00	02:00	<input type="text" value=""/>	<input type="text" value=""/>
Overtime Hours worked on a Public Holiday	<input type="text" value="29/03/2024"/>		Overtime cover	02:30	07:30	<input type="text" value=""/>	<input type="text" value=""/>
						<input type="text" value="7.00"/>	