Bustler

NAME:



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Excellence in Community Transport

Overtime Claim Form

Please note, the Transport Manager will check all overtime sheets against Samsara data to verify the hours claimed. If Samsara does not support the claimed Overtime, it will not be paid unless an explanation is provided. Early Finishes will be deducted from Overtime claims. Claims can only be made in 15-minute segments, no less. Overtime will commence after the first 15minutes of extra work on top of contracted hours, this excludes factors beyond WCT control, i.e. traffic delay, which will not be paid for the first 30 minutes.

EMPLOYEE NO:

MONTH:				YEAR:				
DAY	DATE	TIME		DETAILS	HOURS	FIXED SUMS		
		FROM	ТО			£	Pence	
				TOTAL THIS FORM				
Brought Forward								
				TOTAL				
					LL		1	
Employee Signature:				Date:	Date:			
Line Manager:				Finance Manager:	Finance Manager:			

Declaration: I confirm I have worked the above hours to perform my duties with Woking Community Transport. I declare that the information I have given on this Overtime Claim Form is correct and complete. I understand that if I knowingly provide false information, this may result in disciplinary action. I consent to the disclosure of information from this form to and by Woking Community Transport to verify Overtime and investigate, prevent, and detect fraud. A copy of the Overtime Policy can be found in the Staff Handbook/WCT office.