

**FOR SALARIED STAFF USE ONLY WHERE ADDITIONAL HOURS PAYMENT RATE IS NOT AVAILABLE IN SUCCESSFACTORS**



Full Name	
Department	

Employee No.										
Month										

Please enter in the relevant section below details of hours to be paid that have been worked in excess of your salaried contract

Are the entries below for a 'Tier 4' Student visa holder?

Yes   
No

If 'Yes', please complete the relevant Tier 4 column(s) only

If 'No', please complete the relevant payment rate column(s)

Week Ending	Contracted Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours at x1.0	Hours at x1.5 *	Hours at x2.0 *	Teaching/Research Tier 4	Non-Academic Work Tier 4
dd/mm/yy									9010	9011	9012	337	338
*Hours are only enhanced in line with the overtime policy									<b>Totals</b>				

Signature of Employee \_\_\_\_\_

Cost code													
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Only to be completed if this is not the employees primary department

Authorised by - Sign and Print Name \_\_\_\_\_

**To be submitted via AskHR ticket and received by the payroll department before the cut off date. For details of the cut off dates please see <https://warwick.ac.uk/services/humanresources/internal/a-z/hrpayrollcutoffdates>**

Telephone extension \_\_\_\_\_ Date \_\_\_\_\_

**Staff Privacy Notice:**

As a member of staff, we ask that you read our updated Staff Privacy Notice carefully as it contains important information on how and why we collect, store, use and share your personal data, your rights in relation to your personal data and who to contact in the event that you have a query or complaint