



Staff Overtime Claim Form

Name:

Month:

Employee ID Number:

Department:

Day of the Month	Regular Working Hours		Details Reasons for Overtime	Overtime Details/Hours		Total of extra hours
	From	To		From	To	
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Total of Extra Hours:

Employee Signature:

Date:

Head of Department Signature:

Date:

Deputy Vice-Chancellor (A/A):

Date:

Head of HR Dept:

Date:

Overtime is only for Grade 6 to 8. Prior approval of the direct line manager is required for all overtime worked unless there are special circumstances. The overtime claim should be received on or before the 12th of each month in order to be processed with the payroll. Overtime claims received after the 12th of the month will be paid in the next payroll.