



OVERTIME AND STANDBY PAYMENT CLAIM FOR, - CRAFT WORKER
Enter claim details overleaf

Week Commencing	
Employee Name	
Payroll Number	
Contracted Hours	
Post Title	
Van Registration	
Section	Housing and Communities :- Housing Repairs
Employee Declaration I hereby certify that this claim is a true and accurate record of my additional payments due in accordance with the Council's policies and procedures.	
Signature	
Date	

Declaration by Authorised Signatory I hereby authorise the claimed payments overleaf which are in accordance with the Council's policies and procedures. Following authorisation, completed forms should be emailed to PayrollandReward@pkc.gov.uk	
Signature	
Authoriser Name (Print Name)	
Job Title	
Date	

Date	Overtime Total No. of Hours	Standby (Tick if applicable)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Total Hours		

PERTH AND KINROSS COUNCIL

Overtime Standby Claim Form - for Craft Status Employees

Back Up Sheet• Detail Required to allocate correct payment

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