

**UNIVERSITY OF HUDDERSFIELD, ESTATES AND FACILITIES, PROPERTY SERVICES SECTION
ON CALL PAYMENTS – ESTATES OFFICER ON CALL
(from 01/08/2024 – 9 sessions per week)**

**PLEASE PAY ON CALL ALLOWANCE OF £19.11 PER SESSION, TOTAL PAYMENT £172.00
FOR THE PERIOD**

From:		Sessions:	
To:		Payment:	
Trade:			
Name:			
Payroll No:			

**PLEASE PAY OVERTIME PAYMENTS – ESTATE OFFICER ON CALL
Time format 00:00 must be used in From and To boxes**

Day	Date	Reason for Claim	From Hrs Min	To Hrs Min	Total Claimed
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					
				TOTAL	

I certify that the hours stated above are in addition to my normal weekly hours and have been worked part of the above on call sessions by me.

Signed:		Date:	
Authorised:		Date:	
Name: (Please Print)		Ext No:	
Cost Centre: (if different from standard salary)			

Office use only:	Pln:	T/H:	Dbf:
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