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FROM: JILL MINNE

DATE: 03 MARCH 2025

TO: ALL NON-INDUSTRIAL COLLEAGUES

OVERTIME CLAIMS – NET HOURS

This bulletin is a reminder to all non-industrial colleagues that when claiming overtime, they should ensure that they claim for net hours worked only. Any time claimed, should not include time spent on meal breaks. This also applies to part time staff claiming for additional hours.

When inputting weekend overtime claims or additional hours on timecards where a meal break has been taken, colleagues must complete multiple rows on the timecard to exclude the time taken on the meal break. For example, where a colleague worked Saturday overtime from 08:00 to 17:00 and took a meal break of one hour from 12:00 to 13:00, the timecard should be completed to show separate entries before and after the meal break. **Annex A** provides a screenshot to demonstrate this. This process also applies where conditioned hours are worked at the weekend and a meal break is taken.

It is important that the meal break is shown in the overtime claims so that compliance with policy can be demonstrated and audited as necessary. If the meal break is not shown correctly, there is a risk that overpayments will occur and need to be recovered.

Colleagues are responsible for ensuring that the overtime they claim is accurate and in accordance with policy. When approving overtime claims, line managers are responsible for ensuring that overtime is recorded appropriately and in accordance with Chapter 8.08 of the staff handbook – Overtime Pay Policy.

Overtime or additional hours claims should be made in a timely manner using the HRConnect timecard facility as soon as possible after the additional hours have been worked, but within a maximum of three months.

This bulletin will be made available on the Employee Services Portal and on the DoF website at: <https://www.finance-ni.gov.uk/topics/civil-service-pay>. Your contact point for any specific queries regarding your own pay remains HR Connect. If you have any questions relating to pay policy, please direct them to payandreward@finance-ni.gov.uk.

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ANNEX A

Hours or Allowance Type	Override Cost Centre	Mon, Dec 30	Tue, Dec 31	Wed, Jan 01	Thu, Jan 02	Fri, Jan 03	Sat, Jan 04
<input type="text" value="Additional Hours With Break in Shift (Times)"/>	<input type="text"/>	Start HHMM <input type="text"/> Stop HHMM <input type="text"/> Hours/Days <input type="text"/>	Start HHMM <input type="text"/> Stop HHMM <input type="text"/> Hours/Days <input type="text"/>	Start HHMM <input type="text"/> Stop HHMM <input type="text"/> Hours/Days <input type="text"/>	Start HHMM <input type="text"/> Stop HHMM <input type="text"/> Hours/Days <input type="text"/>	Start HHMM <input type="text"/> Stop HHMM <input type="text"/> Hours/Days <input type="text"/>	Start HHMM <input type="text" value="0800"/> Stop HHMM <input type="text" value="1200"/> Hours/Days <input type="text" value="4"/>
<input type="text" value="Additional Hours With Break in Shift (Times)"/>	<input type="text"/>	Start HHMM <input type="text"/> Stop HHMM <input type="text"/> Hours/Days <input type="text"/>	Start HHMM <input type="text"/> Stop HHMM <input type="text"/> Hours/Days <input type="text"/>	Start HHMM <input type="text"/> Stop HHMM <input type="text"/> Hours/Days <input type="text"/>	Start HHMM <input type="text"/> Stop HHMM <input type="text"/> Hours/Days <input type="text"/>	Start HHMM <input type="text"/> Stop HHMM <input type="text"/> Hours/Days <input type="text"/>	Start HHMM <input type="text" value="1300"/> Stop HHMM <input type="text" value="1700"/> Hours/Days <input type="text" value="4"/>