

OVERTIME FORM

Department: _____

Month/Year: _____

Costing or Project Allocation

Costing:

Entity	Cost Centre	Account Number	Fund Type	Transaction ID (Old Project Number)	Percentage Allocation

Project Allocation:

Project Number	Task Number	Expenditure Type	Project Organisation	Contract Number	Project Fund Source	Percentage Allocation

Overtime Considerations: (based on the BCEA rules)

- Employees may work a maximum of 3 hours overtime per day - or 10 hours in any one week.
- Overtime remuneration for Mondays till Saturdays is paid at 1.5x normal rate, 2x normal rate for Sundays and public holidays and 0.5x for Sundays for Security staff.
- Overtime pay is subject to an annual earnings threshold of R241.10

Employee Number	Employee Name	Cost of Employment (Employee Salary)	Overtime Hours (Mondays - Saturdays) x1.5	Overtime Hours (Sunday/ public holidays) x2	Overtime Hours (security staff) x0.5	*Motivation for Overtime exceeding BCEA rules
Total						

* Motivation must be provided for employees earning under the BCEA threshold and the claim exceeds the overtime rules.

Approval: _____
Head of Department (name)

Signature

_____ Date