

**PM25 - Acting Up Duty (SAP: PA70 - Additional Payments)**

(Contracted hours employee who works some or all of their contract hours at a higher level)

Name:	
Position:	

Employee Number:		
Weekly Contracted Hours:		
Date Hours Worked:	Month	Year

Time worked at a higher level					
Date	Hours	Minutes	Date	Hours	Minutes
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16					
<b>Totals</b>					

Totals	
Hours	Minutes

Employee Signature:	
Date:	

Decimal Conversion: (A)

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**For Office Use:**

**Point:**

**Hourly Rate:**

Salary Point and Rate Acted up TO:
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Less

Current Salary Point and Rate:
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Hourly Rate Acted up to MINUS Current Hourly Rate: (B)
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Acting Up Payment:
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Multiply Decimal Conversion by Difference in Hourly Rate ( A x B ):
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Authoriser Signature for acting up payment:	
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Wage Type Code:

<b>3111</b>
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Input onto SAP By:

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