



Further wage types exist for recording additional hours in the following circumstances;

- 4015** OT/Double Time - To pay overtime at double time for non-teaching staff who have worked on a Bank holiday
- 4019** Enhanced Hours at Plain Time - To pay enhanced hours for non-teaching staff who have worked on a Bank holiday as part of their normal working week
- 4014** OT/Time+1/2 - To pay overtime at time and a half for non-Single Status employees.

Please refer to the HR and Payroll guidance and appendices (June 2015 version 5) for further clarification and PM25 templates

For further advice please contact the SAP in Schools team

Email: schoolssap@derbyshire.gov.uk

Telephone: 01629 538088