

PENALTY CLAIM FORM

- There must be an approved timesheet for the period of the penalty claim before any penalty claim will be processed. **Penalty claims without a completed and approved timesheet will not be processed and payment may be delayed**
- Where possible, please fill in the form on a computer using Adobe Acrobat reader and sign digitally into the signature fields. Once the form is signed by the claimant digitally, it will not be possible to edit/override claims.

EMPLOYEE NO:		GIVEN NAME(S):			FAMILY NAME:						
SECTION/DEPARTMENT:											
• Please indicate if you have a current flexible work arrangement in place, approved by your supervisor: • Please confirm if you were directed by the University to work on the times specified:					<i>Note: Consistent with clause 36.7c of the EA, no penalty payments are payable for employees who elect to work ordinary hours under a flexible work arrangement, including hours worked outside normal span of hours and/ or on weekends. Penalties are only payable where UQ directs you to work ordinary hours outside the relevant span or on a weekend.</i>						
PLEASE USE 24 HOUR CLOCK				PENALTY RATE SELECT 20% or 50%	COSTINGGLCHART STRING– Enter <u>ONLY</u> if this is <u>NOT</u> the usual salary account for claimant				NATURE of WORK/ COMMENTS to PAYROLL	PAYROLL USE ONLY	
DATE DD/MM/YY	TIMES FROM HH:MM TO HH:MM		HOURS HH:MM		OP UNIT AND SITE (9 digits)	FUND & FUNCTION (5 digits)	PROJECT (OPTIONAL) (6 digits)	FREE FORMAT TAG (OPTIONAL) (Up to 10 characters)		SHIFT20%	SHIFT50%
TOTAL											
CLAIMANT'S SIGNATURE				SUPERVISOR'S SIGNATURE				PAYROLL USE ONLY			
FULL NAME				FULL NAME				PREPARED BY		CHECKED BY	
SIGNATURE				SIGNATURE							
DATE				DATE							
In signing and submitting this form I declare that, I have completed an appropriate timesheet for the hours set out in this form; and the hours entered are true and accurate record of actual hours worked. IMPORTANT NOTE - Please note that the completed forms must be emailed to payroll@uq.edu.au by your Supervisor ONLY .											