PENALTY CLAIM FORM

INSTRUCTIONS

- **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.

THE UNIVERSITY OF QUEENSLAND AUSTRALIA
CREATE CHANGE

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:

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 the UQ directs you to work ordinary hours outside the relevant span or on a weekend.*

PLEASE USE 24 HOUR CLOCK				PENALTY RATE	COSTING GL CHART STRING – Enter ONLY If this is NOT the usual salary account for claimant					PAYROLL USE ONLY	
DATE DD/MM/YY	TIMES FROM HH:MM	TIMES TO HH:MM	HOURS HH:MM	SELECT 20% or 50%	OP UNIT AND SITE (9 digits)	FUND & FUNCTION (5 digits)	PROJECT (OPTIONAL) (6 digits)	FREE FORMAT TAG (OPTIONAL) (Up to 10 characters)	NATURE of WORK/ COMMENTS to PAYROLL	SHIFT20%	SHIFT50%
									TOTAL	0.00	0.00

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 submitted by your Supervisor ONLY.

CLICK HERE TO SUBMIT TO PAYROLL