|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **This form must be used to pay hours worked where an employee is required to return to duty outside their usual hours. Complete one form per employee. Send completed form to** [**payroll@ecu.edu.au**](mailto:payroll@ecu.edu.au) | | | | | | |
| **Section A: Employee to complete** | | | | | | |
| Employee last name: | |  | | Employee other names: | |  |
| Employee No. | |  | | School/Centre | | Select school/centre |
| I request payment | |  | | I request time in lieu | |  |
|  | | | | | | |
| **The following hours were worked because of a Call Out:** | | | | | | |
| **Date** | **Day** | **Start time** | **Finish time** | **Break taken** | **Total Hours** | **Reason for Call out** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Please tick one (mandatory)** | | | | | | |
| I was rostered on call when recalled to day | |  | | I was not rostered on call when recalled to duty | |  |
| Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Enter a date. | | | | | | |

|  |  |  |
| --- | --- | --- |
| **Section B: Line Manager to complete** | | |
| Cost Centre if cost centre is different to the employee’s current salary costing:  ----- - ---- - ---- - -- - -- - --  Where the employee was not rostered “On Call” when recalled to duty, please tick if the minimum payment period is to apply: Yes  No  (refer to Call Out clause in the [Enterprise Agreement](https://intranet.ecu.edu.au/staff/enterprise-agreement))    I confirm I have checked the Call Out Claim as per Section A and approve payment. | | |
| Name: | Signature: | Date: Enter a date. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PAYROLL SERVICES USE ONLY** | | | | | |
| PAID | Total hours paid | TOIL | Total Hours |  | Extended hours |
| 004 |  | 004 |  | 1.5 |  |
| 005 |  | 005 |  | 2 |  |
| 006 |  | 006 |  | 2.5 |  |
| **Total** |  |  |  | **Total** (enter into FL604} |  |
| \*When processing call out on public holiday **do not** reverse public holiday taken, timesheet the overtime as per above | | | | | |