

How to Record Additional Hours for Staff in Bands 8-9

Under the NHS Terms and Conditions, bands 8-9 are not able to claim additional hours or overtime and therefore a local remuneration agreement has been put in to place and is set out below.

Staff at all bands should, in the first instance, be encouraged to take TOIL in agreement with their manager. Where it has not been possible to support TOIL due to service need, the following will apply;

Bands 8a, 8b, 8c, 8d and 9 – payment of additional (overtime) hours will be at their plain time rate.

Hours worked at the weekend or bank holiday (whether or not in excess of contracted hours), will be paid as enhancements automatically.

Allocation of additional hours must be entered by the ward matron or manager.

1	Log into HealthRoster <ul style="list-style-type: none"> • Navigate to View Rosters • Find the member of staff who has worked additional hours
2	Right click on the duty and select Assign Overtime
3	Amend the Actual Duty Start and Actual Duty End time to include the time worked as additional hours
4	Overtime Details <ol style="list-style-type: none"> a. Overtime Type = Additional Hours Bands 8-9 b. Apply To = Either the Start, End, or Entire Duty c. Overtime Duration = Enter the number of additional hours worked d. Reason = COVID
5	The From and To times will detail the hours the excess hours applies to
6	Click on the Ok Button