

How to submit an overtime request at an alternative rate

This guide will inform you how to claim basic pay or overtime at an alternative rate.

Before starting this process, please read & familiarise yourself with the standard Overtime & allowances guidance.

<p>1. Select the relevant alternative rate option from the 'category' pick list (e.g. Basic Pay - Alternative Rate).</p> <p>There are several alternative rate options within the pick list so please ensure you select the correct alternative rate option for the work covered.</p>	<p>2. Select the date the overtime was worked from the calendar to populate the 'expense date' box.</p>	<p>3. The 'Description' field will automatically populate to match the 'category' that you selected for the claim.</p> <p>You can add additional information relating to the overtime worked to this field</p>	<p>4. Enter the total hours to be claimed in the 'Quantity' field.</p> <p>Minutes must be entered in decimal.</p> <p>A conversion table is available.</p>
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The screenshot shows a form with the following fields and callouts:

- 1:** Category dropdown menu (Basic Pay - Alternat)
- 2:** Expense date field (01/10/)
- 3:** Description field (Basic Pay - Casual - Alternative Rate)
- 4:** Quantity field (7.00)
- 5:** Paystep dropdown menu (RC LGE SP30) and Enhanced Rate field (10.14)

5. The paystep will default to your own. You need to know or be informed of the Grade you are covering & the paystep to select. In the table below Grades B-J are shown with their 'from' & 'to' pay-steps.

Type the alternative paystep into the 'Paystep' field using the table below as a guide i.e. LGE037 for Grade F

Tab out of the 'Paystep' field & the hourly rate of the alternative paystep will automatically populate in the Enhanced rate field.

The screenshot shows the Paystep dropdown menu set to RC LGE SP37 (LGE037) and the Enhanced Rate field set to 11.23.

Grade	Paystep From	Paystep To
B	LGE009	LGE016
C	LGE016	LGE023
D	LGE023	LGE030
E	LGE030	LGE036
F	LGE037	LGE043
G	LGE044	LGE050
H	LGE051	LGE058
I	LGE059	LGE065
J	LGE066	LGE075