

For Office Use only

Oracle Code - Enter the appropriate Cost Centre and Activity (if appropriate). Where no Activity code has been assigned to a Cost Centre, enter a 0 into the extreme right hand cell of the Activity column.

Hours Dec (Hours Decimal) - Enter the hours and part hours worked. Minutes should be entered as decimals as shown below:

5 Mins = 08	25 mins = 42	45 mins = 75
10 mins = 17	30 mins = 50	50 mins = 83
15 mins = 25	35 mins = 58	55 mins = 92
20 mins = 33	40 mins = 67	

Therefore 2 hours and 45 minutes would be entered as

Hours	Dec
2	75

Non Standard Hourly rate - This section must be completed if payment is to be made at a rate other than the rate paid to the employee on their master contract within PSE.

Once signed, certified and coding section complete, submit claim to:

Payroll, CSD HR, Floor 3, Constantine House, 5 Constantine Road, Ipswich, IP1 2DH.