

## How to Make A Counter Claim on an Overtime Claim Form

To make a counter claim, you **must replicate** the claim that you wish to claim against. This can be viewed under the **‘Time & Expenses’** section

Select the claim template that was used in the original claim

Please choose

- NLC - (Councillors only) Employee Travel and Subsistence
- NLC - Casual Supply 1140 [EL&C Key Worker] Claim Form - New
- NLC - Employee Travel and Subsistence (Chief Executives Office) v2
- NLC - Employee Travel and Subsistence (Enterprise & Housing Resources) v2
- NLC - Employee Travel and Subsistence (Former CLNL Employees)
- NLC - Employee Travel and Subsistence (Health & Social Care) v2
- NLC - Employee Travel and Subsistence (Infrastructure) v2
- NLC - Employee Travel and Subsistence (NL Properties)
- NLC - Employee Travel and Subsistence (Non - Teaching Staff) V2
- NLC - Employee Travel and Subsistence (Teaching Staff) V2
- NLC - Extra Curriculum Payment - New
- NLC - Flu Vaccination Refund only v2
- NLC - Music Instructors Claim Form
- NLC - Overtime Claim (Former CLNL) - Casual Employees only - v2
- NLC - Overtime Claim - Former CLNL employees (excluding Casuals) - v6
- NLC - Overtime Claim Form (Active Schools)
- NLC - Overtime Claim Form (CLD) V2
- NLC - Overtime Claim Form (Chief Executives Office) V2
- NLC - Overtime Claim Form (Education & Families) v3

Input the same Element/Date/Start & Finish Time as the original claim form you are counter claiming

In the Number of Hours tab, input the number of hours inputting a ‘-’ to minus

Element	Date		Reason for Claim	Start Time	Finish Time	Cost Code	Number of Hours
Additional Basic	05/05/2025		Asked to Cover	08:00	12:00		-4.00
							-4.00

Once inputted, save as a draft or submit for authorisation