

CASUAL WORKER TIMESHEET

PLEASE NOTE: Any of the following may result in payment being delayed until the next month's payroll

- Timesheets submitted after deadline
- Timesheets with details missing
- Bulk submission of time sheets

Casual Worker To Complete								
First name(s):				Surname:				
Date of Birth		__/__/__		NI Number:		[]	[]	[]
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	Week Ending
__/__	__/__	__/__	__/__	__/__	__/__	__/__		__/__
Signature						Date		__/__

Section to be Completed by Authorised Member of Staff			
Faculty/Service:		Hourly Rate: (circle)	£7.21 / £8.18 / £9.98
Role:		Location:	
SBC Code		Project Code	[] [] [] []
Name (in capitals)		Date	__/__
Hours, Rate, SBC & Project Codes Authorised by			

Please Note:

- All payments are paid monthly in arrears on the 16th for support staff and 26th of each month for Academics. Please note any change of bank details or address MUST be confirmed separately in writing to the Jobs Team BEFORE the payroll deadline
- Claim forms must be completed and processed by the faculty/service on the Tuesday following the week ending you are claiming for.
- Failure to complete the SBC, Hourly Rate and Project Code may delay payment.

Section to be completed by Jobs Team

Authorised for payment by Jobs Team:		Date:	__/__
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It is the casual worker's responsibility to return this form to the Job Team at either of the addresses shown below

Payroll Month	Wks	w/e 1	w/e 2	w/e 3	w/e 4	w/e 5	Timesheet Deadline	Paydate
April 2011	4	06/03/2011	13/03/2011	20/03/2011	27/03/2011	N/A	12.30 Tues 29th Mar	15th April
May 2011	5	03/04/2011	10/04/2011	17/04/2011	24/04/2011	01/05/2011	12.30 Tues 3rd May	16th May
June 2011	4	08/05/2011	15/05/2011	22/05/2011	29/05/2011	N/A	12.30 Tues 31st May	16th June
July 2011	4	05/06/2011	12/06/2011	19/06/2011	26/06/2011	N/A	12.30 Tues 28th June	15th July
August 2011	5	03/07/2011	10/07/2011	17/07/2011	24/07/2011	31/07/2011	12.30 Tues 2nd Aug	16th Aug
Sept 2011	4	07/08/2011	14/08/2011	21/08/2011	28/08/2011	N/A	12.30 Tues 30th Aug	16th Sept
Oct 2011	4	04/09/2011	11/09/2011	18/09/2011	25/09/2011	N/A	12.30 Tues 27th Sept	14th Oct
Nov 2011	5	02/10/2011	09/10/2011	16/10/2011	23/10/2011	30/10/2011	12.30 Tues 1st Nov	16th Nov
Dec 2011	4	06/11/2011	13/11/2011	20/11/2011	27/11/2011	N/A	12.30 Tues 29th Nov	16th Dec
Jan 2012	4	04/12/2011	11/12/2011	18/12/2011	25/12/2011	N/A	12.30 Tues 3rd Jan	16th Jan
Feb 2012	5	01/01/2012	08/01/2012	15/01/2012	22/01/2012	29/01/2012	12.30 Tues 31st Jan	14th Feb
Mar 2012	4	05/02/2012	12/02/2012	19/02/2012	26/02/2012	N/A	12.30 Tues 28th Feb	16th Mar