

CONTRACT MANAGEMENT/ TIMESHEET CLAIM FORM: Tier 4 student workers



PART 1: EMPLOYEE DETAILS

For completion by the EMPLOYEE only

Title	<input type="text"/>	Employee Ref No	<input type="text"/>
Forename	<input type="text"/>	Post number	<input type="text"/>
Surname	<input type="text"/>	Job title	<input type="text"/>
School/Department	<input type="text"/>		

PART 2: HOURS WORKED

Please complete this section as fully as possible

Date	Term week	Hour type (GMH /variable)	Activity (TH/Prep/CWA/ICT EXA/OA)	Course code (If applicable)	Hours
Total:					<input type="text"/>

PART 3: DECLARATION

For completion by the EMPLOYEE only

I confirm that I have worked the above hours for which I am claiming:

Employee name:	Signature:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

PART 4: AUTHORISATION

For completion by the EMPLOYING SCHOOL only

As Course Convenor/Manager, I confirm that the work as claimed has been undertaken and authorise the claim for payment:

Name:	Signature:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Tier 4 Employing Manager: I authorise payment of the hours claimed:

Tier 4 Employing Manager name:	Signature:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

PART 5: HR VERIFICATION

For completion by the HR IMMIGRATION TEAM only

HR representative name:	Signature:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

NOTES FOR GUIDANCE

A separate timesheet claim form must be completed for each job held.

Any hours worked must be claimed within 30 days' of the work having been done. Failure to do so may result in pay being withheld. All hours claimed will be paid at flat rate.

Tax code OT (emergency tax) will be deducted from your earnings if you have not forwarded either tax form P45 or P46 to the Pay Office. P46 forms are available to download from the Pay Office website: <https://www.kent.ac.uk/finance-staff/services/payrollandpensions/payroll.html>.

Claim forms should be submitted to the school by the 1st of the month in order for it to be checked and authorised. Authorised forms must be with HR Immigration by the 5th of the month to be forwarded to the Pay Office by 10th to be included in that months' payroll.

ONCE YOUR FORM HAS BEEN AUTHORISED BY YOUR SCHOOL, PLEASE ENSURE YOU RETAIN A COPY FOR YOUR RECORDS.

Completing part 2: Hours worked

The hours being claimed for each activity should be as defined by your individual payment menu which should have been issued to you prior to the work commencing.

Date: State the date on which the hours were worked.

Hour type: For any hours worked state if they are part of your contractual weekly GMH allocation, or additional 'variable' hours.

Activity: Hours should either be recorded as either:

- | | | |
|---------------|-----------------------|---|
| ● TH | Teaching hours | Contact teaching hours |
| ● Prep | Preparation | Time spent in preparation for teaching hours |
| ● CWA | Coursework Assessment | Time spent undertaking assessment of coursework |
| ● ICT | In-class tests | Time attending revision or feedback sessions or undertaking invigilation |
| ● EXA | Exam Assessment | Time spent undertaking assessment of examinations |
| ● OA | Other Activities | Such as attendance at meeting or training, providing support and/or feedback for students, office hours, administrative tasks and fieldwork |

Course code: The course for which the hours were worked.

Hours: The number of hours worked on that date.

Tier 4 timesheet should not be added to the batch timesheet for payroll; instead the original copy of this form should be forwarded by the 5th of each month to the HR Immigration Team (Darwin) / Hospitality HR (Tanglewood), for verification.