

Timesheet - Variable hour and Casual contracts

Claim Details (claimant to complete in block capitals)		
Name		
Payroll Number (as recorded on your payslip)		Hourly Rate
Position Title (as recorded on your contract)		
Position Costing		

Hours worked (claimant to complete)											
Date	Day	Start time	Break time (unpaid) #	End time	Hours worked (excl. breaks)	Notes (e.g. Description of work or course)					
				Total Hours for sheet							
					Project Code						
# A 30 minute unpaid break must be taken after 5 hours continuous work Please show minutes as a decimal point i.e. 15 minutes = .25 30 minutes = .50 45 minutes = .75											
Total Hours											

Academic budget approval (where appropriate)	
Signature & Date	Print Name
	Extension

AUTHORISATION TO PAY	
Authorised Signatory	
Name (Block Capitals)	
Date	
Tel.	
Faculty/School/Department	

1. Sign each form in a coloured pen to show their authenticity

2. To be paid the claimant must return their contract prior to the submission of these claims

3. Authorised timesheets must be with the Payroll Office by the deadline date for payment.
Deadlines can be found on the payroll web pages.

Claimant Signature

I certify that this is a true record of the hours I have worked and that it is the only claim I have submitted for these hours	
Signature	Date

For Payroll use only	<div style="border: 1px solid black; display: inline-block; padding: 5px 20px;">Total Hours</div>
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