

# Wandsworth Children's Services Department (Form: CSA005)

Original to: Payroll, Computer Suite B

Copy: to be retained by School

Download all your payroll and recruitment forms from <http://www.wandsworth.gov.uk/education/infoforschools/>

## Multiple Employee Timesheet for ACTING HOURS (Do not use this form for Cover Supervision @ Sc5 – use Form EA004)

School Name .....

### ACTING HOURS

(When *normal weekly hours* are worked at higher grade duties)

| EMPLOYEE NO | NAME | SUBSTANTIVE GRADE | ACTING GRADE | DATE | HOURS WORKED | ALLOCATION CODE |
|-------------|------|-------------------|--------------|------|--------------|-----------------|
|             |      |                   |              |      |              |                 |
|             |      |                   |              |      |              |                 |
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|             |      |                   |              |      |              |                 |

### ADDITIONAL HOURS

(when hours worked at higher grade are *above normal hours for the week but below full time hours for substantive grade*)

| EMPLOYEE NO | NAME | SUBSTANTIVE GRADE | ACTING GRADE | DATE | HOURS WORKED | ALLOCATION CODE |
|-------------|------|-------------------|--------------|------|--------------|-----------------|
|             |      |                   |              |      |              |                 |
|             |      |                   |              |      |              |                 |
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|             |      |                   |              |      |              |                 |

### OVERTIME HOURS

(When hours worked at higher grade are *above full time hours for substantive grade*)

| EMPLOYEE NO | NAME | SUBSTANTIVE GRADE | ACTING GRADE | DATE | HOURS WORKED | ALLOCATION CODE |
|-------------|------|-------------------|--------------|------|--------------|-----------------|
|             |      |                   |              |      |              |                 |
|             |      |                   |              |      |              |                 |
|             |      |                   |              |      |              |                 |
|             |      |                   |              |      |              |                 |

Certifying Officer's Signature .....

Certifying Officer's Name ..... (Block Capitals Please)