

# CONTRACT MANAGEMENT/ TIMESHEET CLAIM FORM: Tier 4 student workers

## PART 1: EMPLOYEE DETAILS

*For completion by the EMPLOYEE only*

Title	<input type="text"/>	Staff ID number	<input type="text"/>
Forename(s)	<input type="text"/>	Contract 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/M/AA)	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 payment:**

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/ Employing 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"/>

**I authorise payment of the hours claimed:**

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

**Cost code(s)  
to charge**

*(if different from contract)*

Account	Cost centre	Job	Site code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## PART 5: 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.**

*For example, if you hold a Student Ambassador band D and a Student Ambassador band B role, any hours worked under each role must be submitted on separate claim forms.*

Any hours worked must be claimed within 30 days of the work having been undertaken. In exceptional circumstances, this can be extended to 90 days (for example, when marking has not yet been undertaken for the teaching hours being claimed). Failure to do so may result in pay being withheld.

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/department by their locally agreed deadlines, so claims can be checked and authorised, and submitted to the Pay Office by the payroll deadline, in order to be paid in the same month. Payments will be made monthly in arrears, direct to your bank/building society account on the last working day of the month.

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

### Completing part 2: Hours worked

**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 should be recorded.

These hours will be paid at a multiplier rate of 2.5, to cover all preparation and marking associated with that teaching.
- **M** Assessment only (Marking) Any hours worked to undertake additional assessment only.

These hours will be paid at flat rate.
- **AA** Other/additional activities Examples include Sessional Demonstrator duties, Ambassador duties, roles in Hospitality, attendance at meetings, lecture observation.

These hours will be paid at flat rate.

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

**Hours:** The number of hours worked on that date.

This should stipulate the contact hours only of any teaching hours claimed. The multiplier will then be added to these hours automatically to compensate for the additional preparation and marking time associated with that teaching.

**EMPLOYING MANAGERS SHOULD NOT ADD THESE HOURS TO THEIR BATCH UPLOAD SPREADSHEETS FOR PAYROLL; INSTEAD THE ORIGINAL COPY OF THIS FORM SHOULD BE FORWARDED TO THE HR IMMIGRATION TEAM (Darwin) / HOSPITALITY HR (Tanglewood), AS APPLICABLE, FOR VERIFICATION.**