

 **School of Informatics**  
**3. Teaching Support Timesheet 2017-2018**

If you have any questions or problems with the contents of this form please contact the [Informatics Teaching Office](#) in the usual way.  
**You must update this form each week with the hours you have worked**

My information

Name

Matriculation Number

I confirm I have worked the hours specified on this form for the periods stated

You must tick this box to progress with your submission.

**STUDENTS AND VISITORS, WHO ARE HERE ON VISAS, ARE REMINDED TO BE MINDFUL OF THEIR VISA'S WEEKLY HOURS RESTRICTIONS.**

Claim Details

Claims should be submitted weekly, but can be amended at any point until midnight of the end of the current reporting period. The current reporting period is for December and runs from Mon 27th Nov 2017 to Sun 31st Dec 2017.

**All individual weekly timesheets for the current period (December) must be submitted before the end of Sun 31st Dec 2017 or they will not be processed. No warning will be given if you miss the deadline.**

This should be the start and end dates of the week for are claiming for. Please select a different return period for each week being claimed. You can use the drop down lists to view past and future week's submissions. You can also correct submissions for role you have been allocated to, providing the monthly deadline has not passed.

You will not be able to amend any claims past this deadline. Please contact the Teaching Support Team if you require assistance.


Return Period: This Week: Mon 27th Nov 2017 to Sun 3rd Dec 2017

Course	Role	Approved Hours	Claimed Hours
Approved roles/hours and claimed totals are updated every 30 minutes during normal working hours. Last update: 30 November, 15:30:04.			

The pull down menu will only allow you to submit for the balance of the hours you have left to claim. A new balance should appear with every new submission until there are none left. Please use this as a guide once you have claimed 80% of your allocated hours. If you think you need more, please contact the course lecturer.

Complete form

Please preview your form(s) here. You will be able to submit your form on the next page if you have completed all required fields. Note that after previewing you can use your browser's back feature to return to this page.

 Preview

Please make sure to save or print a copy of these forms as a reminder of your submission.

You will only be able to see the roles you have been allocated to work. If you think there is information /role missing, please contact the Teaching Support Team – [teaching-support@inf.ed.ac.uk](mailto:teaching-support@inf.ed.ac.uk).

The allocated hours are the total hours associated with completing the work for that role.