**Please complete ONE timesheet for EACH week you have worked.**

**This timesheet MUST be emailed to:** **teaching-support@inf.ed.ac.uk****.**

You may **only** claim hours via this form **once you have accepted and signed the Teaching Support Provider contract** issued by our Human Resources department.

Please check whether you are eligible for payment **before** submitting this form; this includes checking any [**overseas/visa working limits or restrictions**](http://www.ed.ac.uk/global/immigration/working-in-the-uk/during-studies)**.**

Please note, you cannot submit a timesheet claim if your contract has ended.

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| **PERSONAL DETAILS** |
| **Title** |       | **Forename** |       | **Surname** |       |
| **Gender** |       | **Date of Birth**(dd/mm/yyyy) |       | **UUN Number**(Matriculation) |       |

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| **EMPLOYMENT INFORMATION** |
| **HR Employee Number**(E.g. 123456) |       | **Timesheet submission number for session 2017/18**(E.g. 1, 2, 3, 4, 5 etc.) |       |

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| **CLAIM DETAILS** |
| **Week Commencing Monday (Date):**[[Click here to view 2017/18 calendar]](http://www.calendarpedia.co.uk/images/school/school-calendar-2017-2018.png) |       |  | **TUTORS ONLY** |
| **Date the work was done** | **Course** **Code** (E.g. INFR1234567) | **Course Abbreviation**(E.g. ADBS) | **Duty/Role**(E.g. Tutor, Demonstrator, TA, Marker, Invigilator, etc.) | **Course Lecturer / Supervisor**(E.g. Dr S. Smith) | **Hours Worked** | **Hours Claimed TUTORS ONLY** 1 hour worked = 2 hours claimed |
|       |  |       |       |       |       |       |
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| **TOTAL HOURS CLAIMED THIS PERIOD** |  |  |

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| **DECLARATION (Please tick) CONFIRM** **[ ]**  |
| **I confirm that I have worked the hours specified above during the period claimed.** **I confirm that I have read and understood the terms & conditions of my employment, as outlined in my contract.** |
| **Eligibility to Work Declaration [For Overseas Students/Workers – ONLY] (Please tick) CONFIRM [ ]**  |
| **I confirm that I have a current visa and understand the restrictions this visa has on my conditions of employment.** |
| **SIGNATURE:** |            | **DATE:** |       | **VISA END DATE:**(if applicable) |       |

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| **INFORMATICS STUDENT SERVICES – ADMIN OFFICE USE ONLY** |
| **SOURCE OF FUNDS:** |  | **BUDGET CODE:** |  |
| **DATE PROCESSED:** |  | **PAYMENT RUN:** |  | **ADMIN WORKER INITIALS:** |  |