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

**This timesheet MUST be emailed to:** [**teaching-support@inf.ed.ac.uk**](mailto: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:** |  |