## Tier 4, hourly paid work only

### Timesheet for Tier 4 Student or EU Student on Restricted Hours

- **Department**
- **Employee No.**
- **Full Name**
- **Date of Birth** (this information will be used for identification purposes)

### Variable Monthly Pay Date: 18th

<table>
<thead>
<tr>
<th>Week ending date</th>
<th>Total Hours</th>
<th>Rate in £</th>
<th>Total due £</th>
<th>Cost Code</th>
<th>Description of Work</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>hrs mins</td>
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<td>hrs mins</td>
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</tr>
</tbody>
</table>

**TOTAL HOLIDAY PAY @ 12.07%**

### Important Notes
- It is the **employee's** responsibility to ensure the timesheet is completed correctly.
- Timesheets **must** arrive from your department in payroll by the 3rd of the month.
- The individual will receive payment on the 18th or previous banking day.
- Incomplete or incorrectly completed timesheets will be returned to the originating department.
- In the event of a returned timesheet, a cash advance will **NOT** be raised.

### Employees Signature

EMPLOYEES SIGNATURE: ______________________ DATE: ___________

### Authorisation by Budget Holder (if required)

AUTHORISATION BY BUDGET HOLDER: ______________________ DATE: ___________

### Authorisation - Sign and Print Name

AUTHORISATION - SIGN AND PRINT NAME: ______________________ DATE: ___________

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Jun-2014