Non-academic, hourly paid work only

**Employee No.**

**Date of Birth**

**Period of Work**

**Department**

**Week ending date** | **Total Hours** | **Rate in £** | **Order/Cost/Project code** | **Additional Information**
---|---|---|---|---
| hrs mins | hrs mins | hrs mins | hrs mins | hrs mins |

**Carry down to summary below**

**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. 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.

**SUMMARY - Must be completed by employee's department**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Rate</th>
<th>£</th>
<th>p</th>
<th>Element</th>
<th>Order/Cost/Project code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Pay @ 12.07%</td>
<td></td>
<td></td>
<td></td>
<td>006</td>
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<td>131</td>
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<tr>
<td>Holiday Pay @ 12.07%</td>
<td></td>
<td></td>
<td>131</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EMPLOYEES SIGNATURE**

**DATE**

**AUTHORISATION BY BUDGET HOLDER** (if required)

**DATE**

**AUTHORISATION - SIGN AND PRINT NAME**

**DATE**

Jun-2014