

## SUBMITTING YOUR CLAIM

1. Input the month your claim relates to. You must submit a separate claim form for each month.

Month:	
--------	--

2. Input the dates for the week commencing. For example:

Week Commencing	
04/03/2019	
11/03/2019	

3. Input the number of hours you have worked per day (NOT your shift times). Please only use numbers as words will cause the timesheet to malfunction. For example:

Monday	Tuesday	Wednesday
	7.00	3.00

4. Check the box to confirm you are not exceeding your Tier 4 visa allowance (If applicable)

Please check this box to confirm you are not exceeding your Tier 4 Visa allowance for this month. This includes all hours you are working across the University and is not limited to this role alone. ☐ I confirm

5. Electronically sign your timesheet to confirm the information you have inputted is correct.

NAME:

--

6. Please send your claim to your authorising manager, named in the top right hand corner of your timesheet.

- All claims should be made on officially issued TSS timesheets. Please do not duplicate your timesheet. Your timesheet is specific to you and your role. Submitting your claim on a timesheet which has not been issued to you specifically can result in your payment being issued to the incorrect worker.
- Check that the pre-populated information at the bottom of your timesheet is correct (e.g. Name, D.O.B. etc.)
- When complete, please send your timesheet to your authorising manager, as an excel document. Please do not send your timesheet to the TSS and please do not cc the TSS mailboxes into your email to your manager.
- The deadline is the last working day of the month, for payment 26<sup>th</sup> of the following month. All claims are paid ONE MONTH IN ARREARS. This means that, for example, any claims submitted in January would not be due for payment until February.

Thank you!