
Subject: Re: Info needed for VL timesheet
Date: Wednesday, 18 June 2025 at 10:36:08 British Summer Time
From: Alok Sahu
To: Wei Ji
CC: Stilianos Vidalis, Simon Trainis
Attachments: image.png, timesheet.xlsx

Hi Wei,

Just for your reference I have also attached the details of the timesheet details that were declined. Please let me know if you need further details from me.

Kind regards,
Alok

From: Alok Sahu <a.sahu@herts.ac.uk>
Sent: 17 June 2025 06:58
To: Wei Ji <w.1.ji@herts.ac.uk>
Cc: Stilianos Vidalis <s.vidalis@herts.ac.uk>; Simon Trainis <s.a.trainis@herts.ac.uk>
Subject: Re: Info needed for VL timesheet

Hi Wei,

I hope you are well.

As you know I will be leaving the university soon, it would be great if you can support me with the below, please.

Please let me know if there is any action required from my end for the declined claims.

Best regards,
Alok

From: Alok Sahu <a.sahu@herts.ac.uk>
Sent: 27 May 2025 16:52
To: Wei Ji <w.1.ji@herts.ac.uk>
Cc: Stilianos Vidalis <s.vidalis@herts.ac.uk>; Simon Trainis <s.a.trainis@herts.ac.uk>
Subject: Re: Info needed for VL timesheet

Hi Wei,

I am unable to resubmit the declined hours due to contract limitations. The system somehow calculated all the declined claims as well as hours consumed.

The system shows:

"Warning - Contracted hours almost exhausted. 0.5 hours remaining in your position, you are limited to work 90 hour(s) per year and you have recorded 89.5 hour(s)."

Paid time



Warning - Contracted hours almost exhausted. 0.5 hours remaining in your position, you are limited to work 90 hour(s) per year and you have recorded 89.5 hour(s).



Changes have been saved.

This means I cannot claim the hours you previously declined. Please advise on how to proceed.

I have copied [@Simon Trainis](#) and [@Stilianos Vidalis](#) for additional support.

Best regards,

Alok

From: Wei Ji <w.1.ji@herts.ac.uk>
Sent: 27 May 2025 16:18
To: Alok Sahu <a.sahu@herts.ac.uk>
Subject: RE: Info needed for VL timesheet

Hi Alok,

Thank you for letting me know your last day with us. I am doing it now.

Regards,
Wei

From: Alok Sahu <a.sahu@herts.ac.uk>
Sent: 27 May 2025 16:03
To: Wei Ji <w.1.ji@herts.ac.uk>
Subject: Re: Info needed for VL timesheet

Hi Wei,

Thank you for your response.

It would be great if you can decline the pending claims so that I can reapply spreading them with 6 hours per week with different dates as you suggested.

Just wanted to let you know that 13 June 2025 will be my last working day at UH, I would really appreciate if you could support me with the above, please, so that payroll department too will have enough time to process it.

Thanks.

Kind regards,
Alok

From: Wei Ji <w.1.ji@herts.ac.uk>
Sent: 26 May 2025 18:14
To: Alok Sahu <a.sahu@herts.ac.uk>
Subject: RE: Info needed for VL timesheet

Hi Alok,

Sorry for replying you late as I am really occupied (you can see that I have to work on Bank holiday).

1. – Thanks.
2. – OK
3. – You can distribute the hours to other less busy weeks so that you do not exceed 6

hours/week cap. I will have to stick to the 6 hours cap so please amend your claims accordingly, i.e., for those I have not yet authorised, could you amend the dates so that they can be authorised?

Hope this helps.

Regards,
Wei

From: Alok Sahu <a.sahu@herts.ac.uk>
Sent: 20 May 2025 18:53
To: Wei Ji <w.1.ji@herts.ac.uk>
Subject: Re: Info needed for VL timesheet

Hi Wei,

Thank you for your response.

Please find the information you requested as below:

1. the total number of projects you are supervising for semester B; how many hours have you claimed and received so far;

I supervised 15 students for this semester B. I do not exactly remember the number of hours claimed as those records were present in the old HR portal and does not reflect in the new portal. However, HR portal reflects around 75 hours claimed (including the one I submitted now) out of total allocated 87.5 hours for the semester.

2. do you teach/help any other modules in semester B?

No, I am only involved in MSc project supervision

3. I can see that you have a weekly cap of 6 hours for UH. Some of your claims have summed up more than the limit hence waiting for your response to my message.

We had the final project marking and demos scheduled towards the end of the semester, so you might see more hours claimed towards the end of the April month and 1st week of May as I had to do demo, marking, and feedback for 30 students (15 students under my allocation + 15 students under second marker).

Please let me know if you need more information from me regarding the above.

Kind regards,
Alok

From: Wei Ji <w.1.ji@herts.ac.uk>
Sent: 20 May 2025 11:01
To: Alok Sahu <a.sahu@herts.ac.uk>
Subject: Info needed for VL timesheet

Dear Alok,

Hope this email finds you well.

I made some notes when authorising your timesheet claims that requested more info, hope you have received them. I managed to approve some of your hours without receiving the required

information but delayed some others because of unclear situation.

The information I need are:

1. the total number of projects you are supervising for semester B; how many hours have you claimed and received so far;
2. do you teach/help any other modules in semester B?
3. I can see that you have a weekly cap of 6 hours for UH. Some of your claims have summed up more than the limit hence waiting for your response to my message.

Thanks.

Regards,
Wei

Dr. Wei Ji
Principal Lecturer | Head of Data Science Subject Group
Department of Computer Science | SPECS | University of Hertfordshire