

For administrative purposes, all hours for the Current Academic Session can be included above [being copied from previous claim should have an Hourly Rate, Ledger Code and Gross Amount Due entered.

Cumulative hours for the Current Academic Session may not exceed 189 hours for staff employed on Grades 1-4 or 207 hours
[If hours required are greater than these totals, you should contact Human Resources.]

When known to be the final claim, please add a note in the Remarks column.

Contact person in case of query _____

Telephone extension no. _____

e-mail address _____

Authorised by
[budget holder] _____

Full Name _____

Date _____

Only Fully Authorised Sheets will be processed if received by Payroll

revised April 2013

Completed form to be forwarded to the Payroll