Name [surname, forename(s)]	
National Insurance Number If a National Insurance number applied for one. In the meantim	has not been provided, ne, a date of birth must b
Payroll Ref [from payslip or ID badge]	
School/College	
Location [University Building]	

Form: TA1TS

Temporary Services Appointment - Hourly Paid Timesheet

This form should be used to request payment for individuals who have been engaged on hourly paid tempo Requests for payment can only be processed after Form TA1 has been completed and received by the Payro the various departments.

- · Monthly payments will be calculated in arrears, using the information received by the Payroll Office prior to their cu
- Any staff who are limited to an amount of hours per week (eg International Student etc) must have hours submitted.
- · Any timesheets received after the Payroll cut-off will be processed in the next pay period.
- All payments will be subject to the appropriate statutory deductions.
- · All claims must be authorised by the relevant line-manager or other senior management.

Date from	Date to	Hours Claimed	Hourly Rate	Gross Amount Due	Ledger Code [16 characters] Nominal [4] Budget [5] Activity [7]	Date sent to Payroll	
				0.00			
2.0				0.00			
				0.00			
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				0.00			
			•	0.00			

For administrative purposes, all <u>hours</u> 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) [see limits below]

Jumulative hours for the Current Academic Session ma If hours required are greater than these totals, you should co	ay not exceed 189 hours for staff employed on Grades 1-4 or 207 hours ontact 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 Payro				

revised April 2013

Completed form to be forwarded to the Payı

