**Filling out a timesheet**

**General**

One timesheet per calendar month – you can mix and match courses/training/roles on the one timesheet

Please indicate the full course name, not an abbreviation, **and** course code – the system requires these to be input – the only exception to this is for training

**Tutor**

In the Role column use drop down list and choose Tutor for anything tutor related

If you are recording a Tutorial just put in the hours that the tutorial ran for, don’t double them as the payroll system does this automatically – you don’t need to add anything in the Notes column

Use the Notes column to indicate anything that is tutorial related but not an actual in person/online tutorial eg meeting with CO or answering emails and these hours will be paid at flat tutor rate

**Demonstrator**

In the Role column use drop down list and choose Demonstrator for anything demonstrator related

In the Notes column indicate ‘New Topic’ if it is the first time you have run this demonstration which will trigger a 30 minute per hour prep payment

Leave Notes column blank if this is a repeat demonstration

Use the Notes column to indicate anything that is demonstrator related but not an actual in person/online demonstration eg meeting with CO or monitoring message boards and these hours will be paid at flat demonstrator rate

**Field Demonstrator**

In the Role column use drop down list and choose Demonstrator and in the Notes column add ‘Field’

Paid at flat demonstrator rate and capped at 7 hours per day in line with Academic payment

**Course Preparation**

In the Role column choose Other Work Types and in the Notes column state ‘Course Prep’ with a brief description of work. This is paid at flat Demonstration rate and is capped at 4 hours per course (see Update to TD Payments for full details on this)

**Marking**

In the Role column and choose Marking (sometimes people use the notes section to say something like 10 essays @ 20 minutes each but I don’t really need this). If you have done marking at different times during the day it’s ok to add it up eg you might mark 2 essays in the morning, one over lunch and 3 in the afternoon, you can add eg 1.5 hours rather than breaking it all down

Marking is paid at flat demonstrator rate

**Training**

If you have any form of training in the Role drop down choose Other Work Types and in the Notes column add a brief description eg T&D Induction GDPR or Digital – training is paid at flat demonstrator rate

NB you don’t need to fill in the Course Name or Course Code for generic training

For further details on how payment and grading is broken down please see the [T&D Guidance document](https://teams.microsoft.com/l/file/1DB317E7-2366-4B6C-A5D9-09906455B098?tenantId=2e9f06b0-1669-4589-8789-10a06934dc61&fileType=pdf&objectUrl=https%3A%2F%2Fuoe.sharepoint.com%2Fsites%2FTDintheSchoolofGeoSciences%2FShared%20Documents%2FUniversity%20and%20School%20policies%20and%20guidance%2FT%26D%20Guidance%202020-2021.pdf&baseUrl=https%3A%2F%2Fuoe.sharepoint.com%2Fsites%2FTDintheSchoolofGeoSciences&serviceName=teams&threadId=19:378e184c21024c78bc993a15ab86d759@thread.tacv2&groupId=d826320e-e796-4902-94ad-8b8b70adc7f5) or Update to TD Payments found on Teams