

TEMPORARY STAFF – MONTHLY PAYMENT FORM



First Name:		Surname:	
School / Service:		Employee Number:	
Month:		Year:	

DATE	DAY	TIME: FROM/TO - AM	TIME: FROM/TO - PM	TOTAL HRS	NOTES
1st					
2nd					
3rd					
4th					
5th					
6th					
7th					
8th					
9th					
10th					
11th					
12th					
13th					
14th					
15th					
16th					
17th					
18th					
19th					
20th					
21st					
22nd					
23rd					
24th					
25th					
26th					
27th					
28th					
29th					
30th					
31st					

GEN CODE:		TOTAL HOURS:	
		HOURLY RATE:	£

EMPLOYEE SIGNATURE: _____ DATE: _____

BUDGET HOLDER NAME (PRINT): _____

BUDGET HOLDER SIGNATURE: _____ DATE: _____
 PERSONNEL SERVICE AUTHORIZATION: _____ DATE: _____

PLEASE REFER TO THE GUIDANCE NOTES ON THE REVERSE OF THIS FORM

NOTES FOR GUIDANCE

Time Sheets must be completed in full before submission to the **PERSONNEL SERVICE**. Any forms that are not correctly authorised, do not state the GEN (budget) code and the hourly rate of pay will be returned. This will result in a delay to the payment, as the timescale between processing and payment is extremely tight.

Please be aware that it is essential that the Monthly Time Sheets are received in the **PERSONNEL SERVICE** by **9.30am at the latest on the deadline dates** identified below. Failure to do this will mean that they cannot be processed in time to meet the relevant pay date, and the payment will be delayed until the following month.

Payment will be made in arrears (normally on the 18th day of the following month) of the work being undertaken. In claiming payment for work undertaken and by signing the Time Sheet you understand that to knowingly give false information is a serious disciplinary offence that may lead to dismissal.

Deadline	Pay Date
1 October, 2013	18 October, 2013
1 November, 2013	18 November, 2013
2 December, 2013	18 December, 2013
2 January, 2014	17 January, 2014
3 February, 2014	18 February, 2014
3 March, 2014	18 March, 2014
1 April, 2014	18 April, 2014
1 May, 2014	16 May, 2014
2 June, 2014	18 June, 2014
1 July, 2014	18 July, 2014
1 August, 2014	18 August, 2014
1 September, 2014	18 September, 2014