|  |  |
| --- | --- |
|  | **EC1**  **Casual Time Sheet** |

University Road, Leicester, LE1 7RH, England

Please complete **IN BLOCK CAPITALS**

Section to be completed by the casual worker

Is this the first time sheet that has been completed in your name?......YES/NO……(Please circle appropriate option)

If YES, please complete the details on the second page of this form.

Full name (including title):

Address:

Worker’s signature:

Week commencing (Monday):

|  |  |  |  |
| --- | --- | --- | --- |
| **DAY** | **DATE/MONTH** | **AM** | **PM** |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Total overall hours worked (excluding breaks) | | |  |

Section to be completed by the Principal Investigator/Line Manager

Has a casual contract form been completed for the above worker?......YES/NO……(Please circle appropriate option)

Date upon which the casual employment started:

PI/Line Manager signature:

PI/Line Manager name:

Account to which pay should be charged:

Department:

Budget Centre: Cost Code:

Worker’s rate of pay £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per hour

Has this rate of pay changed since the last time sheet was submitted?......YES/NO……(Please circle appropriate option)

Type of work: Clerical Technical Other (Please circle appropriate option)

**TIME SHEET FOR CASUAL STAFF**

**NOTES**

1. The **first** time sheet should be submitted to the **Recruitment** Team in the Division of Human Resources, accompanied by a completed Casual Employment Form, Equal Opportunities Monitoring Form, Bank Details Form and proof of eligibility to work in the UK (eg valid passport). Forms may be obtained from the Recruitment Team, who can be contacted on extension 5639.

2. **Subsequent** time sheets should be sent to the Payroll Team or Research Finance (depending on whether the funding is central or external) and to ensure prompt payment, time sheets should be submitted by internal mail on the **FRIDAY** of the week worked.

3. Workers employed on time sheets are required to work two weeks in hand with payment on the Friday of the third week and thereafter on a weekly basis. Payment will be made by direct bank credit to the account specified on the Bank Details Form.

4. A time sheet will be returned to the Principal Investigator/Line Manager if:

(i) any part of the form is not completed correctly;

(ii) it is a **first** time sheet and a Casual Employment Form, Equal Opportunities Monitoring Form, Bank Details Form and proof of eligibility to work in the UK are not attached;

(iii) the rate of pay is not a valid point on the casual clerical/technical scales and the type of work specified is clerical or technical.