

UNIVERSITY OF BATH - ADDITIONAL HOURS CLAIM FORM

TO BE USED WHEN CLAIMING PAYMENT FOR ANY HOURS OVER YOUR CONTRACTED HOURS.



Name (block letters)							
Payroll No. (see payslip)							
Grade (please tick)	Grade 1-5		Grade 6-9				
Date	Day of the Week	Time from	Time to	Hours worked	Time and half	Double time	Flat Rate
NB Please enter hours as a decimal eg 2 hour 30 min =2.50		Total Hours		Data Code	W042	W043	W044

Department	
Month	
Position	

Agresso Code (to be completed if additional hours are to be recharged)

Account code				Project no.																				

All to be completed in coloured ink to determine originality
Authorised timesheets must be with Payroll by the appropriate deadline
<http://www.bath.ac.uk/finance/payroll/deadlines>

Employee signature		Department Approval	
		Authorised Signatory	
Date		Name (Block Capitals)	
		Date	
		Department/ School	

Please send the authorised timesheet to the Payroll Office

HR Authorisation #	
Authorised Signatory	
Name (Block Capitals)	
Date	

additional authorisation is required for Employees on Grades 6-9.