

## Timesheet - Variable and Hourly Paid Workers



| Claim Details (claimant to complete in block capitals)          |  |             |
|---|--|-------------|
| Name  |  |             |
| Payroll Number<br><small>(as recorded on your payslip)</small>  |  | Hourly Rate |
| Position Title<br><small>(as recorded on your contract)</small> |  |             |
| Position Costing  |  |             |

| Hours worked (claimant to complete)   |     |            |                          |                       |                                |  |
|---|-----|------------|--------------------------|-----------------------|--------------------------------|--|
| Date  | Day | Start time | Break time<br>(unpaid) # | End time              | Hours worked<br>(excl. breaks) | Notes (e.g. Description of work or course) |
|   |     |            |                          |                       |                                |  |
|   |     |            |                          |                       |                                |  |
|   |     |            |                          |                       |                                |  |
|   |     |            |                          |                       |                                |  |
|   |     |            |                          |                       |                                |  |
|   |     |            |                          |                       |                                |  |
|   |     |            |                          |                       |                                |  |
|   |     |            |                          |                       |                                |  |
|   |     |            |                          |                       |                                |  |
|   |     |            |                          |                       |                                |  |
|   |     |            |                          |                       |                                |  |
|   |     |            |                          |                       |                                |  |
|   |     |            |                          |                       |                                |  |
|   |     |            |                          |                       |                                |  |
|   |     |            |                          |                       |                                |  |
|   |     |            |                          |                       |                                |  |
|   |     |            |                          |                       |                                |  |
|   |     |            |                          |                       |                                |  |
|   |     |            |                          |                       |                                |  |
|   |     |            |                          | Total Hours for sheet |                                |  |
|   |     |            |                          | Project Code          |                                |  |
| # A 30 minute unpaid break must be taken after 5 hours continuous work<br>Please show minutes as a decimal point<br>i.e. 15 minutes = .25 30 minutes = .50 45 minutes = .75 |     |            |                          |                       |                                |  |
|   |     |            |                          | Total Hours           |                                |  |

| Academic budget approval (where appropriate) |            |
|--|------------|
| Signature & Date                             | Print Name |
|  | Extension  |

| AUTHORISATION TO PAY      |  |
|---------------------------|--|
| Authorised Signatory      |  |
| Name (Block Capitals)     |  |
| Date                      |  |
| Tel.                      |  |
| Faculty/School/Department |  |

1. Sign each form in a coloured pen to show their authenticity
  
2. To be paid the claimant must return their contract prior to the submission of these claims
  
3. Authorised timesheets must be with the Payroll team Payroll@bath.ac.uk by the deadline date for payment. Deadlines can be found on the payroll web pages.  
<https://www.bath.ac.uk/corporate-information/payroll-deadlines/>

**Claimant Signature**

| I certify that this is a true record of the hours I have worked and that it is the only claim I have submitted for these hours |      |
|--|------|
| Signature  | Date |

|                             |   |
|-----------------------------|---|
| <b>For Payroll use only</b> | <div style="border: 1px solid black; width: 100%; height: 40px; margin: 0 auto;"></div> <p><b>Total Hours</b></p> |
|-----------------------------|---|