|  |
| --- |
| ***Please note that if a casual worker is on a restricted visa they must not exceed the weekly maximum permitted hours allowed to work as specified on their visa.*** |
| To be Completed by a Student Visa Casual Worker |
|  |
| **(must match passport)** | **Title** | **First Name** | **Middle Name** | **Surname** |
| **Employee Name** |   |   |   |   |
| **Employee No (if known)** |   | Date of birth  | Enter date |
| **National Insurance No** |   |
|  |  |  |
|  | **Street Address** | **Town** |
| **Home Address** |   |   |
|  |  |  |  |
| **City** | **County** | **Country** | **Post Code** |
|   |   |   |   |
|  |  |
| **Is this the first timesheet that has been completed in your name? (Y/N)** | Choose from list |
| **Have you completed the Personal Details Form - Casual Worker? (Y/N)** | Choose from list |
|  |
| Dates & Times of Work  |
| **Week Commencing (Monday)** |
| **Day** | Date (dd/mm/yyyy) | **Start time** | End time | Total hours |
| **Monday**  | Enter date |  |   |  |
| **Tuesday** | Enter date |  |   |  |
| **Wednesday** | Enter date |  |   |  |
| **Thursday** | Enter date |  |   |  |
| **Friday** | Enter date |  |   |  |
| **Saturday** | Enter date |  |   |  |
| **Sunday** | Enter date |  |   |  |
|  |
| Total Overall Hours Worked (*excluding breaks*) |   |
| Holiday Pay  |   |
| Total Amount to be Paid |   |

|  |
| --- |
| To be Completed by Manager / Administrator  |
| **Start date for current casual work:** | Enter date |
| **Faculty** | **Choose from list** |
| **Department** | Choose from list |

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| Type of Work |
| *Please tick to indicate the nature of the work being carried out* |
| **Admin** |[ ]  **Lab Demonstration** |[ ]  **Marking** |[ ]
| **Alumni**  |[ ]  **Research Assistant** |[ ]  **Seminar Leader** |[ ]
| **Invigilation** |[ ]  **Research Fellow** |[ ]  Teaching / Tutorial |[ ]
|  |  |  |  |
| **Other (please specify)** | [ ]  |   |
|  |
| Confirmation of Worker’s Pay |
| **Grade:** |   | **Spine point:** |  |
| **Session rate:** |  | **Hourly rate:** |  |
|  |

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| Declaration |
| ***I confirm that this information is accurate to the best of my knowledge.*** |
|  | *Signature* | *Name* | *Date* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee** |  |   | Enter date |

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| --- |
|  |
| Line Manager / Administrator Authorisation |
|  | *Signature* | *Name* | *Date* |

|  |  |  |  |
| --- | --- | --- | --- |
| Choose from list |   |   | Enter date |

|  |  |
| --- | --- |
| **Faculty** |  **Choose from list** |
| **Department** | Choose from list |
| **Account code to be charged to:** |   |
| **Faculty** |  **Choose from list** |
| **Department** | Choose from list |
|  |
| Budget Holder Authorisation *(if different from line manager)* |
|  | *Signature* | *Name* | *Date* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Holder** |  |   | Enter date |

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| --- |
| DOO Authorisation  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Signature* | *Name* | *Date* |

|  |  |  |  |
| --- | --- | --- | --- |
| *DOO* |  |   | Enter date |

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| Permission from Department for Student to Work if Over 6 Hours per Week  |
| *Full Time students only*  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Signature* | *Name* | *Date* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Choose from list** |  |   | Enter date |

|  |  |
| --- | --- |
| **Faculty** | **Choose from list** |
| **Department** | Choose from list |

|  |
| --- |
| Verification Details *(for office use only)* |

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Signature* | *Name* | *Date* |

|  |  |  |  |
| --- | --- | --- | --- |
| *Payroll Input* |  |   | Enter date |
| *Payroll Checked* |  |   | Enter date |

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| **Important Guidance**  |
| Once your timesheet has been fully authorised please submit to the HR Recruitment & Operations team. To ensure prompt payment, authorised timesheets should be submitted by email to HRForms@lshtm.ac.uk on the last working day of the month for payment on the 24th of the following month. **First time casual worker timesheets** Should this be your first casual worker timesheet please ensure your time sheet is submitted to the HR Recruitment & Operations team. **Without exception**, no payments will be made to the claimant should we not receive your authorised casual worker timesheet accompanied by the following forms: * Casual Worker Form (to be completed by the manager/responsible administrator).
* Bank Details Form (to be completed by the prospective casual worker)
* Declaration of Eligibility to Work in the UK Form for Casual Appointments (to be completed by the prospective casual worker)
* Student visa Declaration Form (if applicable) (to be completed by the prospective casual worker)
* HMRC Starter Checklist Form (to be completed by the prospective casual worker)
* Ensure that you have provided a copy of your right to work documentation
* Pension information note (information for casual worker)

**Holiday Pay**A payment in lieu of holiday entitlement is calculated at the time of submission by the member of staff authorising payment of the claim. This is calculated at 12.07%.**Forms can be obtained on HR’s** [**Employing a Casual Worker**](https://lshtm.sharepoint.com/%3Au%3A/r/sites/intranet-human-resources/SitePages/Employing-a-Casual-Worker.aspx?csf=1&web=1&e=nP3cm5) **webpage.** |
| **A timesheet will be returned to the Line Manager or Administrator if:*** **any part of the form is not completed correctly**
* **it is a first timesheet and a Casual Worker Form, Bank Details Form, Declaration of Eligibility to Work in the UK Form for Casual Appointments, Student visa Declaration Form and HRMC Starter Checklist Form are not attached**
 |