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| ***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** | | | |
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| **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 | | | | | |  | | | | | | |  | | | | |  | |
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| Total Overall Hours Worked (*excluding breaks*) | | | | | | | | | | | | | |  | | | | | | | | |
| Holiday Pay | | | | | | | | | | | | | |  | | | | | | | | |
| Total Amount to be Paid | | | | | | | | | | | | | |  | | | | | | | | |

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| 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* |

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

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

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| Choose from list |  |  | Enter date |

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

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

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| DOO Authorisation |

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

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| *DOO* |  |  | Enter date |

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

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

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

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

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

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

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| *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](mailto: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/:u:/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** |