



# Timesheet submission cover sheet for LSC and Jotters

**IMPORTANT:** Please complete a separate sheet for Jotters work and LSC work, as payment is processed separately

Type of work	No of hours
1:1 Study Skills Tuition or Assistive Technology Training	
Administration work (must be authorised by Management)	
Note-taking/Academic Support/Mobility support	
Buddying	
Mentoring	
Exam support	

## Summary

Total hours signed	
Total hours unsigned (the only unsigned hours that will be paid is if the support is remote)	
<b>Total hours to receive payment for</b>	
<b>EXPENSES CLAIM</b>	<b>£</b>

Non-attendance log	No Show Date	Reason	No Show Date	Reason
Student Name				

<b>Print Name:</b> ..... <b>Date:</b> ...../...../..... <b>Signature</b>
<b>Additional notes:</b>