



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	
Assistive Technology Training	
Group Tuition	
Training delivery	
LSC care	
LSC care weekend rate	
Administration work (must be authorised by Management) and/or PDR	
Note-taking/Academic Support/Mobility support/Exam support at Regent College	
Buddying at DMU or support approved at £10 per hour	
Buddying at Regent College	
Mentoring / Social Mentoring	
Exam support at DMU	

Summary

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

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

Print Name: Date:/...../..... Signature
Additional notes: