Timesheet submission cover sheet

IMPORTANT: **Please complete your time sheet cover sheet prior to coming into the office to submit your timesheets**

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 (please timesheet)	
Note-taking/Academic Support/Mobility support/Exam support at Regent College	
Study Assistant or support approved at £10 per hour	
Study Assistant at Regent College	
Mentoring / Social Mentoring	
Exam support at DMU	
Job Coach	

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:

It is highly advisable that you **complete your coversheet prior to coming into the office** to submit your timesheets. This is a timesaving strategy and makes the timesheets easier to check. If timesheets are received during the month, they will be in your folder and you will have been informed via email that they have been sent back.

Procedure for unsigned timesheets – timesheets that are submitted which are unsigned by students will not be processed for payment except in exceptional circumstances. The onus is on <u>you</u> to obtain a signature. Unsigned timesheets can be scanned and emailed to students, or posted as a last resort but keep in mind that these options are costly in time and resources. If you provide virtual support the above does not apply however it's important to indicate the session was virtual on your coversheet.

If you are asked to provide **Note-Taking and the typing up of the notes** for a student the typing time is half the time of the lecture e.g a one hour lecture / 30 minutes typing time or a two hour lecture / 1 hour typing time

When you are referred a student you will be **advised of the support type you are expected to provide**. If there is more than one type e.g. Note-Taking and Workshop Assistant, you need to complete a different timesheet for each support type. This is because the student will have been allocated a set amount of hours for each support which the office will monitor.

Timesheet Submission Days 2015/16
October 16th
November 20th
December 18th
January 15th
February 19th
March 18th
April 15th
May 20th
June 17th
July 15th
August 19th
September 16th

Where possible, we prefer for timesheets not to be folded as the folds in the paper cause the photocopier to jam.

PDR timesheets- please complete a paper version to submit.

Buddy support is now known as Study Assistant.

It's really important that timesheets are completed neatly in either **blue or black ink**.

If you have a query regarding **tax** or your **salary** please contact **Jackie** via
jackie@learningsupportcentre.com

Timesheet Dos

- Fill in your timesheets accurately
- Contact the office if you're not sure about something
- Double check your figures before submission

Timesheet Don'ts

- Write 'did not attend' (DNA) or lecture cancelled on your timesheets
- Use your timesheet to make notes on
- Write all of your upcoming sessions on your timesheet