Authorised timesheets should be submitted to the Payroll Office (2nd Floor, Tower Building) by internal post to arrive by the 15th of each month (or the Monday after if the 15th is a weekend date). Payment will be made by BACS transfer into your bank account on the last working day of each month. Overtime will be paid from the 16th of previous month to the 15th of current month.

Please note: this time sheet should only be submitted to the Payroll Office when there are any additions and/or reductions to the contracted payments for the individual concerned and should NOT be used if there are no adjustments required.

<table>
<thead>
<tr>
<th>Department</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
</table>

**Cost Code to be charged if different from home code:**

**Rate of Pay if different from normal pay rates**

### Old string:
- Element 3
- New (blank)
- Element 4
- New (blank)
- Element 2
- Element 1

### New string:
- Project
- Project Type
- Budget Group
- Funding Source
- Budget Centre
- Nominal Account

---

**CODE KEY**

<table>
<thead>
<tr>
<th>P = PRESENT</th>
<th>S = SICK</th>
<th>M = MATERNITY</th>
<th>PP = PATERNITY</th>
</tr>
</thead>
</table>

**Week 1**
- Standard Time
- Week 1 Overtime
- Week 1 Double Time

**Week 2**
- Standard Time
- Week 2 Overtime
- Week 2 Double Time

**Week 3**
- Standard Time
- Week 3 Overtime
- Week 3 Double Time

**Week 4**
- Standard Time
- Week 4 Overtime
- Week 4 Double Time

**Week 5**
- Standard Time
- Week 5 Overtime
- Week 5 Double Time

**Total**
- Standard Hours
- Overtime Time + Half
- Total Overtime Double Time

---

### Callout payment required
- pensionable
- non pensionable

### Total additional payments
- Type/Name of payment
- Value of payment
- Total additional payments
- to be used if different from home code

### Mileage Claim
- Mileage claimed for period
- km
- mileage rate
- total £ mileage claimed for period

---

**Department Address**

<table>
<thead>
<tr>
<th>Authorised by (please print name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorised Signature</td>
</tr>
</tbody>
</table>

---

**Employee Signature**