

CASUAL PAY CLAIM - STUDENT

Failure to complete the form in full may result in delayed payment

Surname		Payroll No	
Forename		<i>Payroll cannot process your payment without your Payroll Number but leave blank if this is your first claim.</i>	
Department		Email address for Payslip	

****AS A STUDENT YOU MUST NOT WORK OR CLAIM FOR MORE THAN 20 HOURS IN ONE WEEK. YOU WILL NOT BE PAID FOR ANY WORK IN EXCESS OF THIS AMOUNT****

Dates at start and end of week (Mon to Sun)	Brief description of duties	Grade	Hourly rate	Total Hours worked in week	Payment value (£)
Totals:					

Cost Code details		%	RVP			
Payment value if more than one cost code		%	RVP			
		%	RVP			

Claimant signature		Authorised by	
<i>I confirm that I have worked the hours stated, the total hours I have worked in any one week is not in excess of 20hrs and I have not worked more than 6 hours without a 20 minute break.</i>		<i>I confirm that this casual student worker has worked the hours stated, the total hours worked in any one week is not in excess of 20hrs and they have not worked more than 6 hours without a 20 minute break.</i>	
Print Name		Print Name	
Date		Date	

FOR PAYROLL USE ONLY				
Data input by		Data checked by		Month