

Campus Jobs Staff Monthly Claim Form

Personal Details

Name:	Month:	Pay Number:
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If this is your first claim please ensure you have registered with the Campus Job and completed all the relevant forms

Details of Work (Please see notes overleaf for guidance on completion)

Week Ending	Place/Type of work	Mon Hrs	Tues Hrs	Wed Hrs	Thu Hrs	Fri Hrs	Sat Hrs	Sun Hrs	Hourly Rate	Total Hours	Coding (e.g. AAAB)	Supervisor Initials	Authorised Signatory
Total													

Further Details

Higher rate of £ <small>(Exclusive of holiday pay)</small>	Approved by (Print Name):	Approved by (Signature):
Please tick if no longer working for Campus Jobs and P45 is required: <input type="checkbox"/>		
Claimant Signature:	Date:	

GUIDANCE NOTES FOR COMPLETION OF CAMPUS JOBS CLAIM FORM

- CLAIM FORM: Please complete the claim form CLEARLY and in pen. Your pay number MUST be quoted on your claim form (unless you are a new start). Failure to do so may result in a delay in payment. Claim forms are single part, so photocopies will need to be taken for employee and Faculty/Service.
- PAY DAY: You are paid on the last working day of the month. An Electronic Payslip will be sent to the email address provided on your Registration Form.
- DEADLINE: All claims must be received, correctly completed, in the Payroll Section by the Payroll deadline (available from your Faculty / Service or on the Payroll Portal). Claims need not be for complete weeks i.e. work done up to the Payroll deadline, can be included on your claim form.
- HOURS WORKED: For three quarters of an hour use 0.75 not 0.45, for half hour use 0.5 not 0.3, for quarter hour use 0.25 not 0.15
- AUTHORISATION: An Authorised Signature must sign your claim form for the Faculty/Service you have worked for, and your cost centre stated (eg AAAB). Failure to do so will result in the claim form being returned to the Faculty/Service and may mean a delay in payment. Payment at a higher hourly rate can only be paid if Payroll Section has been notified of this higher rate. If notification has not been received by the time payment is due, then the normal Campus Jobs hourly rate is applied until confirmation is received.
- CONTRACTS: Payment can only be made if you are currently registered with the Campus Jobs and Payroll has received the necessary information.
- NEW STARTS: You must make sure you have completed a Jobshop registration form, bank details form, and if applicable a P46 (or have produced a P45 on commencement of employment). Failure to complete these forms may result in a delay in, or incorrect payment.
- HOLIDAY: For every hour you work you earn an entitlement to paid leave. This accrues at the rate of 12.31% for every hour worked and is paid 3 times per year - Christmas, Easter and start of the summer break. Further information is included in the Campus Jobs Terms & Conditions.