

If this is your first claim please ensure you have registered with Campus Jobs and completed all the relevant forms

Personal Details (Please complete all boxes - please print clearly)

Full Name:

Date of Birth:

Pay No (if previously paid):

Student No (located on student card):

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

For Completion by Supervisor: Please select one of the below rates (as per Solent Futures guidance) and sign next to chosen rate

For Completion by Student:

Week Ending	Brief Description/Place of work e.g. 'Open Day Guide'	Mon Hrs	Tues Hrs	Wed Hrs	Thur Hrs	Fri Hrs	Sat Hrs	Sun Hrs	Total Hours	Supervisor Name:	
										Hourly Rate (Please tick <u>one</u> of the 5 rates below)	Supervisor signature
										£8.21 p/h	
										£8.65 p/h	
										£9.20 p/h	
										£10.10 p/h	
										£11.40 p/h	
Grand Total:											

Student Signature:

Date:

School/Service Coding/Authorisation (*MUST BE COMPLETED*)

Cost Centre (code):

Project Code (if applicable):

Authoriser Name (print):

Authorised Signature:

Date:

GUIDANCE NOTES FOR COMPLETING CAMPUS JOBS CLAIM FORM

- CLAIM FORM:** Please complete the claim form CLEARLY and in pen. Your student number, date of birth and payroll number MUST be quoted on your claim form (unless you are a new starter, you won't have a pay number yet). 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 School/Service records.
- PAY DAY:** You are paid on the last working day of the month.
- DEADLINE:** All claims must be received, correctly completed, in the Payroll Section by the Payroll deadline (available from your School/Service or Payroll). Claims do not need to 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
- PAY RATE:** A pay rate must be ticked and signed for by the supervisor or authoriser. If no pay rate is ticked, the claim will be paid at the living wage. If a rate has been ticked, but there is no signature next to the rate signed, then the claim will not be paid until it is approved by the supervisor or authoriser.
- AUTHORISATION:** An Authorised Signature (budget holder) must sign your claim form for the School/Service you have worked for and the cost centre stated (e.g. AAAB). Failure to do so will result in the claim form being returned to the School/Service and may mean a delay in payment.
- REGISTRATION:** You must have fully completed the online registration process before payment can be made. If you have not yet done so, please contact Payroll@solent.ac.uk. Failure to complete your registration will result in a delay in payment.
- MYVIEW
(Employee Portal):** Your payslips will be available to view on MyView (<https://myview.solent.ac.uk/dashboard/>). You will also be able to maintain your personal details, and access deadlines and a blank copy of a timesheet.
- HOLIDAY:** For every hour you work you earn an entitlement to paid leave. This accrues at the rate of 12.17% for every hour worked and is paid 3 times per year – April, July and December. Further information is included in the Campus Jobs Terms & Conditions.
- PENSION:** You will be assessed for membership of Solent Pension Plan (provided by Aviva). You will receive information about your assessment and your options directly from Aviva.