**To claim payment for the hours you have worked please complete and return this form to your line manager.**

**Do not return this form to People & OD Operations. Please ensure all sections are completed to prevent any delays in payment.**

|  |
| --- |
| **SECTION 1: PERSONAL DETAILS** To be completed by the claimant |
| **Staff/Student ID number** |  | **Casual Post Title** |  |
| **Title** |  | **Forename** |  | **Surname** |  |
|  |
| **SECTION 2: HOURS WORKED** To be completed by the claimant |
| Day | Date | Description of work undertaken | Start time (am:pm) | Finish time (am:pm) | Hours worked (do not include unpaid breaks) |
| Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday |  |  |  |  |  |
| Friday |  |  |  |  |  |
| Saturday |  |  |  |  |  |
| Sunday |  |  |  |  |  |
|  |
| **Signed** |  | **Date** |  |
|  |
| **SECTION 3: AUTHORISATION** To be completed by the line manager |
| **Please print full name** |  |
| **Signed** |  |
| **Date** |  |
|  |
| **SECTION 4: TIER 4 DECLARATION** To be completed by the claimant and Line Manager For Non EEA Students who hold a Tier 4 Student visa.  |
|  |
|  |  | **PLEASE TICK HERE IF YOU HAVE A TIER 4 VISA** |
|  |  |
| **For Non EEA Students who hold a Tier 4 Student visa.**  By signing below I confirm that I have not accepted work (paid, unpaid or voluntary) which would bring my total hours above the limit specified on my Tier 4 visa (e.g.. 10 or 20 hours per week). This includes any work undertaken either at the University of Manchester or for any other Employer as this would result in a breach of the terms of my stay in the UK and curtailment of my visa. |
| Please read ‘**Working in the UK: A guide for Tier 4 students**’ available at [www.careers.manchester.ac.uk/international/workduringstudy](http://www.careers.manchester.ac.uk/international/workduringstudy)  |
| **Signed** |  | **Date** |  |
|  |
| **For line managers of Non EEA Students who hold a Tier 4 Student visa.** In signing below I declare I have confirmed with the student that they have not accepted work (paid, unpaid or voluntary) which would bring their total hours above the limit specified on their Tier 4 visa (e.g.. 10 or 20 hours per week). This includes any work undertaken either at the University of Manchester or for any other Employer as this would result in a breach of the terms of their stay and curtailment of their visa. |
| Please read the guidance on Tier 4 working at [www.staffnet.manchester.ac.uk/human-resources/managers/immigration/tier-4-students](http://www.staffnet.manchester.ac.uk/human-resources/managers/immigration/tier-4-students)  |
| **Signed** |  | **Date** |  |