**To claim payment for the hours you have worked please complete and return this form to your line manager. Please do not return this form to People Services. 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** | |  | | |