

Timesheets

Staff on hourly-paid contracts are paid one month in arrears (e.g. hours worked in April are paid at the end of May).

Instructions for claimant

- Open timesheet
- Complete the following fields:
 - **Month** = Month in which hours were worked
 - **Payroll Ref** = Payroll number (six digits starting with a '0')
 - **Full Name** (in capitals)
 - **Enter your hours into each corresponding day**
 - **If you are a non-EEA student on a Tier 4 visa, enter X**
- Save the timesheet and send an email to your line manager for authorisation

Please email your timesheet to your line manager as soon as possible to ensure that they have the chance to authorise the claim and forward to Payroll for payment before the payroll deadline. Claims received by Payroll after this date will be paid the following month.

Instructions for claimant's line manager

On receiving a claim from your member of staff:

- Open timesheet and check the hours
- Complete the following to authorise:
 - Authoriser's payroll ref = line manager's payroll number
 - Post number = staff member's post number
 - Department name
- Save as [Surname_firstname_month_year] e.g. Bloggs_Joe_February_2015
- Send to fin.div.payroll@lse.ac.uk before the payroll deadline

Please note:

If you are not available to authorise a timesheet for your staff, you can delegate this to someone else - however you must inform us in advance by contacting fin.div.payroll@lse.ac.uk.

If you are unsure of the employee numbers and post numbers for your staff, please use the HRS Query (Oracle Forms) program. If you do not have access to this, please complete the HR Systems Access application form and send this to hr.systems@lse.ac.uk.

For this process to be accurate and efficient, it is critical that the following points are adhered to at all times to avoid delay in processing the claims:

- **Only use numericals in the cells that should contain hours worked** (no “x”, no “h”, no “off” or “hols”), “0” is acceptable
- **The claim form can be used for more than one employee** (Please save it as DEPT_MONTH_YEAR). If so do not leave a blank row between employees
- **Do not attempt to copy/paste to another workbook due to programming behind the scenes**
- **Do not change any of the formatting or display** (e.g. hiding rows)
- **Always save/end the claim as an Excel file** (no pdf, etc)
- **Always use the most recent claim template online, as it is updated regularly**
- **Please save the claim as SURNAME_FIRSTNAME_MONTH_YEAR**