***Casual Worker & Teaching Time Sheet***

**Worker Name:** **Email Address:**

**Supervisor:** **Tier 4 Student Visa Holder?** Yes / No

If yes, please complete a Tier 4 Student Employment Declaration form, and confirm your adherence to work restrictions on your visa. Forms and further information are available from: <http://www.materials.ox.ac.uk/local/documents.html>

**Type of Work:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Week ending date** | **Number of Hours worked in that week** | **Rate of pay (if known)** | **Total weekly payment** |
|  |  |  |  |
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I certify that these hours are a true and accurate record of all time worked during the pay period.

**Worker Signature:** Date:

**Cost Centre Code:**

**Supervisor Signature:** Date:

Please note that you **mus**t have had a right to work check before undertaking any casual work in the department. If working for the first time in the department, you will also need to complete a new starter data collection form in order for your payment to be processed, and a starter checklist (P46) to ensure that your payment is taxed correctly.