

Section To Be Completed By The Casual Worker

First Name				Date of Birth						
Family Name										
National Insurance		A	A	1	2	3	4	5	6	C
	Date DAY/MONTH	Worked Hours Only MINUS breaks		<p align="center">PLEASE NOTE:</p> <p>All payments are paid monthly in arrears on the 16th for support staff and 26th of each month for Academics . Please note any change of bank details or address MUST be confirmed separately in writing to the Jobs Team BEFORE the payroll deadline Timesheet must be completed and processed by the faculty/service on the Tuesday following the week ending you are claiming for.</p> <p>ANY of the following may result in payment being delayed until the next month's payroll</p> <ul style="list-style-type: none"> * Timesheets submitted after deadline (see overleaf) * Timesheets with details missing * Bulk submission of time sheets is not advisable please submit weekly <p align="center">All Timesheets MUST be submitted before 12.30 on the Deadline Date as listed overleaf and can be emailed to jobshoptimesheets@leedsbeckett.ac.uk</p>						
Monday	___ / ___									
Tuesday	___ / ___									
Wednesday	___ / ___									
Thursday	___ / ___									
Friday	___ / ___									
Saturday	___ / ___									
Sunday	___ / ___									
Total Hours				Week Ending						
				Date						
				Casual Workers Signature						

IMPORTANT INFORMATION

PENSION DETAILS

To help people save more for their retirement, the government now requires employers to enrol their workers into a workplace pension scheme provided they meet certain criteria. As a casual worker we will postpone assessment of your earnings for each appointment for a period of 3 months from the first point at which you become eligible under auto-enrolment pension legislation. If on that date you are aged 22 or over, under state pension age and earn more than £787 a month we will enrol you into our pension scheme. Leeds Beckett University and you will pay into the pension scheme every month unless you choose to opt out.

This does not affect your right to join our pension scheme from your start date. If you wish to do this, please contact the Payroll Team in writing or by email giving notice that you wish to join our workplace pension scheme. Emails should be sent to payroll@leedsbeckett.ac.uk and letters sent to The Payroll Team, G01, Leighton Hall, Headingley Campus

If you are already in our workplace pension scheme this will not affect you.

Section to be Completed by Authorised Member of Staff

Name				
Job Title			Faculty / Service / Company	
Signature			Date	

Section to be Completed by a Member of Leeds Beckett University Staff

Hourly Rate for INTERNAL	£9.75 / £10.13 / £12.22				External Rate		
PROJECT CODE	1	2	3	4	SBC CODE	A	B

City Campus
408 Rose Bowl
0113 812 5970

myhub.leedsbeckett.ac.uk

Headingley Campus
- Thursdays
Student Hub
0113 812 7444

Section to be completed by Jobs Team

Input for Payment by			Date	
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Job Shop

Pay Deadlines 2018 / 2019

<u>Payroll</u>	Wks	w/e 1	w/e 2	w/e 3	w/e 4	w/e 5	Timesheet Deadline	Paydate
Month		Sunday	Sunday	Sunday	Sunday	Sunday	Tuesday	
Apr 2018	4	04/03/2018	11/03/2018	18/03/2018	25/03/2018	N/A	12.30 Tues 27th Mar	16th April
May 2018	4	01/04/2018	08/04/2018	15/04/2018	22/04/2018	N/A	12.30 Tues 24th Apr	16th May
Jun 2018	5	29/04/2018	06/05/2018	13/05/2018	20/05/2018	27/05/2018	12.30 Tues 29th May	15th June
Jul 2018	4	03/06/2018	10/06/2018	17/06/2018	24/06/2018	N/A	12.30 Tues 26th June	16th July
Aug 2018	4	01/07/2018	08/07/2018	15/07/2018	22/07/2018	N/A	12.30 Tues 24th July	16th Aug
Sept 2018	5	29/07/2018	05/08/2018	12/08/2018	19/08/2018	26/08/2018	12.30 Tues 28th Aug	14th Sept
Oct 2018	4	02/09/2018	09/09/2018	16/09/2018	23/09/2018	N/A	12.30 Tues 25th Sept	16th Oct
Nov 2018	4	30/09/2018	07/10/2018	14/10/2018	21/10/2018	N/A	12.30 Tues 23rd Oct	16th Nov
Dec 2018	5	28/10/2018	04/11/2018	11/11/2018	18/11/2018	25/11/2018	12.30 Tues 27th Nov	14th Dec
Jan 2019	4	02/12/2018	09/12/2018	16/12/2018	23/12/2018	N/A	12.30 Thur 3rd Jan	16th Jan
Feb 2019	4	30/12/2018	06/01/2019	13/01/2019	20/01/2019	27/01/2019	12.30 Tues 29th Jan	14th Feb
Mar 2019	5	03/02/2019	10/02/2019	17/02/2019	24/02/2019	N/A	12.30 Tues 26th Feb	15th Mar

Please Note:

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