

## SUBSEQUENT CLAIM PAYMENTS FORM

University Teaching claims should be made through my.HR. Claims must be recorded in hours. This form should also be used for members of staff who work additional hours other than in their substantive role. Please ensure form is completed *in full* before forwarding to the employing School or Department for approval. Forms will only be processed when sent by the School or Department to Payroll following approval. Incorrectly completed forms will be returned to the School or Department.

<b>Department:</b>		<b>Staff number:</b>
<b>Name:</b>	<b>Date of birth:</b>	<b>Email address:</b>
<b>Are you currently on a Tier 4 student visa?</b>  <b>Yes / No</b>	<b>Student number (if applicable):</b>	<b>Expected Study End date (if applicable):</b>

**IMPORTANT: Students on a Tier 4 student visa can only work a maximum of 20 hours in a single week, i.e Monday to Sunday, across all departments, including voluntary work. Any breach of this limit will affect your right to study in the UK and your visa could be at risk and revoked by the Home Office.**

<b>Dates worked</b> <i>Must be split into weeks</i> dd/mm/yyyy	<b>Details of work</b>	<b>Hourly rate</b>	<b>Grade</b>	<b>Spinal Point</b>	<b>Hours</b> <i>Mandatory</i>	<b>Total</b>
Wk1     /     /		£				£
Wk2     /     /		£				£
Wk3     /     /		£				£
Wk4     /     /		£				£
<b>IMPORTANT: A week commences Monday and ends Sunday</b>					<b>Totals:</b>	<b>£</b>

I confirm that this is a true and accurate representation of the work carried out by me on behalf of Loughborough University.

Claimant Signature .....

Date...../...../.....

### FOR OFFICE USE ONLY

[SOC codes can be found here.](#)

Queries on SOC codes should be directed to [itrentadmin@lboro.ac.uk](mailto:itrentadmin@lboro.ac.uk)

<b>Cost Centre</b>		<b>Account Code</b>				<b>Project Code</b>				<b>SOC code</b>			

Checked in department by [print name]

Signature of department checker

Date of check

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...../...../.....

Authoriser [print name]

Signature of authoriser

Date of authorisation

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