

FormP3		Hourly paid Employee/ Worker (guaranteed hours) - Payroll Form P3									
		Department:									
		Contact Name:						Month:			
		Email Address:						Ext No:			
Please refer to published guidelines. Tier 4 guidance is available online at http://www.strath.ac.uk/hr/right2work/											
Staff No.	Name (& Role)	Reason for Payment	Post No.	Hours Worked	+Prep & Marking Hours*	Total** Hours Worked	Rate for Post	Budget Code for Post (23 characters; any changes will affect this claim only)	% Split		

*Multipliers should NOT be used for payments to teaching staff. Additional hours for preparation and marking should be detailed separately from teaching (where appropriate).
Please return completed and authorised forms to Payroll: payroll-payments@strath.ac.uk

**By authorising this claim this you confirm that you have taken steps to ensure that, to the best of your knowledge, any individuals with Tier 4 visa restrictions have worked in accordance with the strict limits on the number of hours they are allowed to work each week in all jobs they hold in and outside of the University. Please note that all hours worked count towards the weekly limit including those for marking and preparation.

	Head of Department	Finance Office
Authorised by:		
Date Authorised:		