

**FALKIRK COUNCIL  
CASUAL EMPLOYMENT TIMESHEET**

NAME : \_\_\_\_\_ EMPLOYEE No : \_\_\_\_\_ MONTH : \_\_\_\_\_

POST No : \_\_\_\_\_ POST TITLE : \_\_\_\_\_ SERVICE : \_\_\_\_\_

WEEK START DATE :		WEEK END DATE :		AUTHORISING MANAGER (SEE NOTE OVERLEAF)	
	HOURS	LOCATION	COST CENTRE	SIGNATURE	Employee No.
SATURDAY					
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
TOTAL					

WEEK START DATE :		WEEK END DATE :		AUTHORISING MANAGER (SEE NOTE OVERLEAF)	
	HOURS	LOCATION	COST CENTRE	SIGNATURE	Employee No.
SATURDAY					
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
TOTAL					

WEEK START DATE :		WEEK END DATE :		AUTHORISING MANAGER (SEE NOTE OVERLEAF)	
	HOURS	LOCATION	COST CENTRE	SIGNATURE	Employee No.
SATURDAY					
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
TOTAL					

WEEK START DATE :		WEEK END DATE :		AUTHORISING MANAGER (SEE NOTE OVERLEAF)	
	HOURS	LOCATION	COST CENTRE	SIGNATURE	Employee No.
SATURDAY					
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
TOTAL					

WEEK START DATE :		WEEK END DATE :		AUTHORISING MANAGER (SEE NOTE OVERLEAF)	
	HOURS	LOCATION	COST CENTRE	SIGNATURE	Employee No.
SATURDAY					
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
TOTAL					

Employee Signature : \_\_\_\_\_

Date : \_\_\_\_\_

## **Guidance for Employees and Authorising Managers**

This timesheet should only be used to claim hours for the weeks that fall within a Pay Month. Up to 4 or 5 weeks can be claimed per Pay Month (see table below).

Separate claims should be submitted for each month and for each post held. It is recognised that casual employees may work at multiple work locations. The form has been designed in such a way that the claims for each place of work can be authorised by the appropriate manager for that post at the relevant location / cost centre.

Please also note than any other timesheets not submitted direct to Payroll may have an earlier submission deadline.

The list below details the latest claim dates for each month and when the correctly authorised timesheet must be received in the Payroll Department to ensure payment.

<b>Pay Month</b>	<b>No. of Weeks</b>	<b>Period End</b>	<b>Latest Date to Payroll</b>
APRIL 2021	4	30/04/2021	07/05/2021
MAY 2021	4	28/05/2021	09/06/2021
JUNE 2021	5	02/07/2021	09/07/2021
JULY 2021	4	30/07/2021	09/08/2021
AUGUST 2021	4	27/08/2021	09/09/2021
SEPTEMBER 2021	5	01/10/2021	08/10/2021
OCTOBER 2021	4	29/10/2021	09/11/2021
NOVEMBER 2021	4	26/11/2021	06/12/2021*
DECEMBER 2021	5	31/12/2021	07/01/2022
JANUARY 2022	4	28/01/2022	09/02/2022
FEBRUARY 2022	4	25/02/2022	09/03/2022
MARCH 2022	5	01/04/2022	08/04/2022

\* PLEASE NOTE THE EARLIER CUT OFF DUE TO EARLIER PAYDATE FOR CHRISTMAS PROCESSING

## **Guidance for Authorising Managers**

Authorising Managers must write their employee number next to their signature. This is to assist audit checks to ensure the timesheet has been correctly authorised. Failure to complete this may result in delayed payment of the claim if the authorised signatory cannot be identified.

## **Declaration by Authorising Managers**

By signing the timesheet, an authorising manager is deemed to have made the following declaration.

***I have undertaken all of the checks required by Financial Regulation 16 and I am satisfied that this claim meets the requirements of that Regulation. I therefore authorise payment.***