 **ADDITIONAL HOURS PTA CLAIM FORM (PTA103)**

**This form is for making additional payments to Post Graduate Teaching Assistants (PTA) on the ‘main payroll’ of the University (i.e. individuals who have a contract of employment with the University) for additional hours worked in a non PTA role only. Any additional hours worked in your PTA role should be claimed via iTrent.**

*All payments should be in accordance with the Conditions of Employment of the University, the Financial Regulations, Visa Rules and Expenses Policy of the University or otherwise approved by the Director of Human Resources (or designate).*

*This form should only be used for ad hoc additional hours in a non-PTA role that have already been worked.*

*Details must be completed in full and a valid cost code provided before submitting to Payroll.*

*Payments will be subject to statutory deductions and are not pensionable.*

***Do not use this form for:***

* ***additional payments*** *made to PTAs who have worked additional hours in their PTA role – use iTrent to record and claim for these hours*
* ***additional payments*** *made to staff who are NOT Post Graduate Teaching Assistants - use form PD103.*
* ***expenses payments*** *covered by the University’s Expenses Policy – use the University’s online expenses system.*

*For further advice contact your Human Resources team.*

**Parts A & B to be completed by the employee**

**PART A *– (i) employee details***

|  |  |
| --- | --- |
| **EMPLOYEE NAME**  |  |
| **EMPLOYEE NUMBER*****can be found on staff card/payslip*** |  |
| **COLLEGE/SERVICE*****(where additional work has been completed)*** |  |
| **DISCIPLINE*****(where additional work has been completed)*** |  |

**PART A *– (ii) details for workers on a Tier 4 visa ONLY***

|  |
| --- |
| **TIER 4 STUDENT EMPLOYMENT*****Tier 4 visas carry legal restrictions on the number of hours students can undertake paid or unpaid work.*** ***Please provide the following information if you hold a Tier 4 visa.*** |
| **TIER 4 VISA NUMBER** |  |
| **TIER 4 WORK RESTRICTIONS*****( e.g. 10 or 20 hours as stated in your biometric card or passport)***  |  |
| ***If you are a Tier 4 worker you are allowed to work up to 10 or 20 hours per week (as defined in your visa). This is a maximum amount per week and cannot be averaged over a longer period. This limit applies to both voluntary and paid work and includes all work you undertake for both the University and other employers. It is essential that the information you provide on this form is accurate as the consequences of not complying with your visa conditions can affect your visa status.**** ***I confirm that this claim for additional hours does not exceed the weekly working limit specified in my Tier 4 Visa, including any other paid or voluntary work I have undertaken at the university, or for other employers, in the same week.***
 |

**PART B *– details of work undertaken***

*All payments should be in accordance with the Conditions of Employment of the University and the Financial Regulations and Expenses Policy of the University or otherwise approved by the Director of Human Resources (or designate).*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Hours** | **Hourly rate** | **Reason for payment** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| ***Total hours and sum to be paid***  |  | £ |

**DECLARATION BY CLAIMANT**

I confirm that I have undertaken the additional work detailed above, as authorised by my College/Service.

***Signed:*** ***Date:***

**Parts C & D to be reviewed and completed by the College**

**PART C *–worker checklist***

|  |  |  |
| --- | --- | --- |
|  |  | Please state YES or NO |
| Tier 4 worker | Is the employee on a Tier 4 Visa |  |
| If the employee is on a Tier 4 Visa, please confirm that their claim does not exceed the weekly working limit specified in their visa (e.g. 10 hours or 20 hours). This should include any other paid or voluntary work for the University, or for other employers. |  |

**PART D *– finance coding (MUST be completed)***

**Please note: The payroll team cannot advise on cost codes, please direct any queries to** **FinanceHelpdesk@exeter.ac.uk****.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |
| Project number & type(all zeros if not project) | Fund source(all zeros if not project) | Budget centre | Nominal code |

**COLLEGE / SERVICE AUTHORISATION**

I certify on behalf of the College/Service that the duties for which payment is claimed have been carried out by this person in accordance with the University’s Conditions of Employment, Financial Regulations, Visa Rules and Expenses Policy.

***Signed:******Date:***

***Print Name: Job Title:***

**Return to Pay & Benefits, 3rd Floor, Northcote House, The Queen's Drive, Exeter, EX4 4QJ**

Monthly submission dates can be found at [*http://www.exeter.ac.uk/staff/employment/payandconditions/payroll/payrolldeadlines/*](http://www.exeter.ac.uk/staff/employment/payandconditions/payroll/payrolldeadlines/)

**Any incomplete forms will be returned to the authorising managerand may miss the payroll deadline.**