

**Form F9**

**Variable Hours Teaching**

**Claim for Fees**

**Please read the notes and instructions overleaf before reading this form.**

First Name Surname:

**Schedule Number**: Employee Reference:

I claim payment for work done, as detailed below, in respect of the above contract for

### Month: Year:

Signed: Date:

|  |  |  |  |
| --- | --- | --- | --- |
| Day | Subject | Time | Dates of Sessions |
| **From To** |
| Monday |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |
| Additional Information: |
|  |

**I (Head of School) have verified this claim and authorise payment**.

**Signed** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . **Date** . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

NOTE – IN ORDER TO RECEIVE PAYMENT FOR WORK UNDERTAKEN AS VARIABLE HOURS TUTOR, PLEASE ENSURE THAT YOUR CLAIM FOR FEES (FORM F9) HAS BEEN APPROVED BY AN AUTHORISED SIGNATORY IN THE SCHOOL IN WHICH THE WORK HAS BEEN UNDERTAKEN – THE AUTHORISED FORM MUST THEN BE SUBMITTED TO FINANCIAL SERVICES (NOT FORWARDED TO HUMAN RESOURCES) BY THE APPROPRIATE PAYROLL DEADLINE DATE – PLEASE REFER TO THE PAYROLL DEADLINE DATES ISSUED WITH YOUR VARIABLE HOURS TEACHING SCHEDULE.

**Finance Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee**Reference** | Cost Code |  Data Code | Hours |
|  | cc |  |  |  |  |  |  |
|  | cc |  |  |  |  |  |  |

##### Notes and Instructions

1. This form is to be completed by Variable Hours Tutors.
2. **It is essential that the relevant Teaching Schedule number to which this claim refers is entered on this form. Failure to do so may delay payment.**
3. Payment will only be made if there is a valid variable hours teaching schedule in existence. Please ensure that you have signed and returned a copy of the Variable Hours Statement of Terms and Conditions to Human Resources.

1. All dates and times worked **must** be entered. Claims received without this information will be returned.
2. Please ensure that all entries on the form are clear and precise. Any claims that are not, may be returned for clarification.
3. A separate claim should be made for each teaching schedule. If the times or the dates worked vary from the teaching schedule, please indicate this on the claim form. If there are any variations that are not authorised the payment will not be made.
4. A separate claim should be made for **each calendar month**.
5. Please ensure that you enter your correct Employee Reference on the form. Financial Services do not accept any responsibility for those that do not quote the correct reference.
6. Claims must be correctly completed and received in Financial Services **by the specified time and date** (please refer to the payroll deadline dates provided) in order to be paid in the following month. Payment will be made via BACS on the fourth Wednesday of each month with the exception of December when it will be made on the last day of the academic term.

(Green)