

Guidance on completion of Tier 4 student timesheets

The Timesheet must be completed for block weeks, Monday to Sunday, one month in arrears, by the appropriate stated signatory. The timesheet must also be completed, authorised and submitted as per the payment schedule below to ensure prompt payment.

Payment Schedule

PAY PERIOD	FROM MONDAY	TO SUNDAY	CUT OFF DATE FOR SUBMISSION OF TIER 4 TIMESHEET TO ONCAMPUS JOBS COORDINATOR	PAY DAY
2019				
Jan-19	31/12/2018	06/01/2019	07/02/2019	<i>28/02/2019</i>
	07/01/2019	13/01/2019		
	14/01/2019	20/01/2019		
	21/01/2019	27/01/2019		
Feb-19	28/01/2019	03/02/2019	07/03/2019	29/03/2019
	04/02/2019	10/02/2019		
	11/02/2019	17/02/2019		
	18/01/2019	24/02/2019		
Mar-19	25/02/2019	03/03/2019	08/04/2019	<i>30/04/2019</i>
	04/03/2019	10/03/2019		
	11/02/2019	17/03/2019		
	18/03/2019	24/03/2019		
Apr-19	25/03/2019	31/03/2019	08/05/2019	<i>31/05/2019</i>
	01/04/2019	07/04/2019		
	08/04/2019	14/04/2019		
	15/04/2019	21/04/2019		
	22/04/2019	28/04/2019		
May-19	29/04/2019	05/05/2019	07/06/2019	<i>28/06/2019</i>
	06/05/2019	12/05/2019		
	13/05/2019	19/05/2019		
	20/05/2019	26/05/2019		
Jun-19	27/05/2019	02/06/2019	05/07/2019	<i>31/07/2019</i>
	03/06/2019	09/06/2019		
	10/06/2019	16/06/2019		
	17/06/2019	23/06/2019		
	24/06/2019	30/06/2019		

PAY PERIOD	FROM MONDAY	TO SUNDAY	CUT OFF DATE FOR SUBMISSION OF TIER 4 TIMESHEET TO ONCAMPUS JOBS COORDINATOR	PAY DAY
Jul-19	01/07/2019	07/07/2019	07/08/2019	30/08/2019
	08/07/2019	14/07/2019		
	15/07/2019	21/07/2019		
	22/07/2019	28/07/2019		
Aug-19	29/07/2019	04/08/2019	06/09/2019	30/09/2019
	05/08/2019	11/08/2019		
	12/08/2019	18/08/2019		
	19/08/2019	25/08/2019		
Sep-19	26/08/2019	01/09/2019	07/10/2019	31/10/2019
	02/09/2019	08/09/2019		
	09/09/2019	15/09/2019		
	16/09/2019	22/09/2019		
	23/09/2019	29/09/2019		
Oct-19	30/09/2019	06/10/2019	07/11/2019	29/11/2019
	07/10/2019	13/10/2019		
	14/10/2019	20/10/2019		
	21/10/2019	27/10/2019		
Nov-19	28/10/2019	03/11/2019	03/12/2019	TBC
	04/11/2019	10/11/2019		
	11/11/2019	17/10/2019		
	18/11/2019	24/11/2019		
Dec-19	25/11/2019	01/12/2019	07/01/2020	31/01/2020
	02/12/2019	08/12/2019		
	09/12/2019	15/12/2019		
	16/12/2019	22/12/2019		
	23/12/2019	29/12/2019		

Contact details:

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