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| **NAME:** | HR TeamRoom 02-46-03Level 2, Children’s HospitalJohn Radcliffe Hospital siteOxford OX3 9DU[www.paediatrics.ox.ac.uk](http://www.paediatrics.ox.ac.uk)  |
| [ ]  I am a student holding a Tier 4 visa [ ]  I have a part-time role claiming extra hours[ ]  I am claiming overtime (salary grades 1-5)[ ]  I have a variable hour contract[ ]  I am claiming KIT (keep in touch) days |
| Please remember to send the completed timesheet (incl. project code and your line manager’s signature) to **hr@paediatrics.ox.ac.uk**by the **1st of each month.** |
|  |
| Jan |  | Feb |  | Mar |  | Apr |  | May |  | Jun |  | Jul |  | Aug |  | Sep |  | Oct |  | Nov |  | Dec |  |
| Date | Cost Centre e.g. *HN0000* | Project and Task Code e.g. *HNR12345.HN00.01* | Specific Work | Hours |
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| 31 |  |  |  |  |
|  |  |  | Total Hours |  |

Claimant’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: - ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_