

# WHICH TIMESHEET SHOULD I USE?

## Casual Worker Claim Form

This timesheet should be used only when an employee does not already have contracted hours in the post they are covering. See How To Guide.

## Payment Claim Form – Single Status

This timesheet should be used when an employee has contracted hours and is working additional hours in the same post. If these hours are being worked in a different location, the appropriate Financial Code should be detailed. See How To Guide.

One claim form for the whole Scheduled Pay Period should be used per post.

A separate claim form should be submitted for each post being covered.

Original authorised timesheet/claim form must be emailed to the Payroll & Reward Team at [Timesheets@pkc.gov.uk](mailto:Timesheets@pkc.gov.uk) by scheduled deadline date to ensure payment in correct month. Failure to do so may result in payment being delayed.