



TEACHER'S COMMISSIONED WORK MONTHLY TIMESHEET

Personal Details

Surname:	First Name(s):	Base:
Payroll Number:	Detail of Work:	Maximum hours required for work:
Start Date:	Anticipated End Date:	

WEEK COMMENCING	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL HOURS WORKED
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	

FINANCIAL CODE(S): 1/20/ /

Declaration - I hereby certify that this payment claim is a true and accurate record of the hours I have worked.

Signature _____ Date _____

Authorised by ESO/QIO/Head Teacher

Signature _____ Date _____

This form should be emailed to Employmentandpayroll@pkc.gov.uk
Payment deadlines are available on ERIC <http://eric/employmentinfo/BenefitsandPay/Pay/default.aspx>

INFORMATION FOR FULL TIME TEACHER'S IN THE SCOTTISH TEACHERS SUPERANNUATION SCHEME ONLY:-

Local Government Pension Scheme (LGPS) - Postponement Notice

Since 20 November 2000, full time teachers with additional contracts can only join the Scottish Teachers Superannuation Scheme (STSS) for their full-time post.

A new law designed to help people save more for their retirement has been introduced, which requires employers to enrol workers who meet certain criteria into a workplace pension scheme if they are not already in one. The Council's qualifying pension scheme is the LGPS. We have, as allowed by law, postponed your automatic enrolment into our workplace pension scheme for 3 months; also known as the "deferred date".

If your employment is extended to last for 3 months or more, you will be contractually enrolled into the LGPS. If after that date you have not opted in the Council will "automatically enrol" you in to the LGPS. You may at any time opt to join the LGPS by writing to the Payroll Team, Employment Services, 2 High Street, Perth, PH1 5PH.

If sending it electronically to employmentandpayroll@pkc.gov.uk it has to include a statement that you have submitted the notice personally. The LGPS is administered locally by Dundee City Council, more information can be found on their website www.taysidepensoinfund.org
By joining, both you and the Council will pay into the scheme every month. You will receive your pension when you retire and it still belongs to you even if you leave the Council.

Payroll Use Only

Post Number	Element Number	No of Hours	Input By	Checked By