**Log of Hours and Timesheet Submission**

Depending on whether you are employed through HR or Unitemps, the method of claiming payment for your work will vary.

The deadline for submitting timesheets/Log of Hours is the 10th of every month. All the work carried out on or before the 10th of each month (on or around the 5th day in December) will be processed in that month’s payroll and the payment will be made on the university pay day (usually the day before the last working day of each month (except in December).

**LOG OF HOURS (Non-student Invigilators ONLY)**

* All invigilators who are employed through the HR department of the University must complete the log of hours spreadsheet.
* Log of hours is cross-checked with Exams Ops records (database and exam documentation)
* Pay calculated and submitted to payroll the following month (where possible).

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**UNITEMPS TIMESHEETS (Student Invigilators ONLY)**

* All invigilators who are employed through Unitemps must submit timesheets via Unitemps website ([www.unitemps.com](http://www.unitemps.com))
* Timesheets are submitted on a weekly basis, i.e. you can only submit one timesheet per role per week.

To submit timesheet:

* Log in to your Unitemps profile and click on ‘Submit Timesheet’ option in the home page.
* You will have to submit your lead and assistant hours under two separate roles ‘Lead Invigilator’ and ‘Assistant Invigilator’ respectively.
* Please select the appropriate role and select ‘Create New Timesheet’.