

## Timesheet information and how to claim for tutoring

Contracted tutors are paid hourly for their tutoring, and payments are only made on receipt of timesheets. This document details what you can claim for payment and how to do so via a timesheet.

### What you can claim on your timesheet:

- As part of the support is provided to tutors, there are a number of mandatory **training** (and related) activities. If attended, these should be included in your tutor timesheets so that they can be paid for. These activities include:
  - 2,5 hours: attendance at a new tutor induction event (for new tutors)
  - 1 hour: attendance at induction for computer workshop (for new tutors)
  - For Year 1 courses, and some Year 2 courses, there may be start of semester course meetings. These are not mandatory but we strongly encourage attendance at these. These meetings, if attended, should be included in timesheets with necessary comments.
  - 1 hour: Data Protection training via Learn (please submit certificate with timesheet)
- As well as being paid for the actual **tutoring** time (also referred to as direct contact time) tutors should automatically claim for **marking** and **preparation** time within the same week.
  - For most courses each hour of tutoring will normally have an allowance of an hour for marking and any other administrative work. This is generally standard across the University. Bear in mind that some weeks you will not need to do any marking for a course, and some week (e.g. end of semester) you will have more than one/two hours marking to do. The allocation of marking against every tutorial is designed to account for this.
  - There is also an allocation of 30 minutes for **preparation** time. This is not for every tutorial, however, as tutors taking multiple workshops for a single course in the same week may claim this allowance only once. The allowance is the same irrespective of tutorial length.

For the majority of courses there are eleven weeks of tutorials (minus 'flexible learning week', in Semester 2). For courses which have tutorials every two weeks there will be either five or six tutorials depending on when the tutorials started.

To give an example, if you have a single tutorial for a course each week and this runs for 11 weeks your total tutoring claim for the course would be 27.5 hours. This is comprised of 11 hours for actual tutoring, 11 hours for marking, and 5.5 hours for preparation. In practice you will have more marking in some weeks, and no marking in other weeks (for example if assessments only take place every few weeks) but you should automatically claim the normal marking allowance throughout – Over the semester this should balance.

When completing a timesheet you will need to provide details regarding the courses tutored and the hours worked. Bear in mind the marking and preparation allocations. For example for a one hour tutorial (for which preparation time is applicable) you should provide the details for the actual tutoring on one line and then use separate lines (but you don't need to provide specific dates and times) for the marking and for preparation.

Example of tutoring , preperation and marking claims on a timesheet:

Week/Semester	Date	Time	Total hours	Course	Reason for payment
Sem1/Week7			0.5	EM1b	Preparation
Sem1/Week7	30/oct	11:00-12:00	1	EM1b	Tutorial
Sem1/Week7			1	EM1b	Marking
Sem1/Week8			0.5	Honours Algebra	Preparation
Sem1/Week8	5/Nov	13:00-15:00	2	Honours Algebra	Tutorial
Sem1/Week8			2	Honours Algebra	Marking

Please include your staff reference number in any timesheets – included at the top of your contract. If you do not know what this is, please include your student number.

See full timesheet example on page 3.

Graduate School team will send an email to the tutoring mailinglist requesting timesheets by a certain deadline, normally it is during the last week of each month. The timesheets need to be completed and returned via email to [TutorSupport@maths.ed.ac.uk](mailto:TutorSupport@maths.ed.ac.uk) before the deadline. This gives the School time to process and pass the hours on to the University Finance Department for payment. If you miss this deadline you will have to wait a further month before receiving payment. Timesheets will be processed with the current month's payroll run and the tutors at the end of following month will receive the payments. (for example, if it is September timesheet, the payment will be received at the end of October)

If you are not sure whether you have completed a timesheet correctly please contact;  
[TutorSupport@maths.ed.ac.uk](mailto:TutorSupport@maths.ed.ac.uk)

In general, the hours claimed over a semester should roughly correspond to your allocation of hours for the semester. There may be some minor variation due to ad hoc cover of tutorials in the event of absence/illness. If you are asked to undertake any additional work in any different project or course please make sure (via the relevant Course Organiser) that this has been notified to Tutor Support team on [TutorSupport@maths.ed.ac.uk](mailto:TutorSupport@maths.ed.ac.uk).

In the event of absence/illness, you must arrange cover for your tutorials (including associated marking and preparation). Workshop cover should be requested via the [cover request system](#) for all workshops you are unavailable for. If you are ill or self-isolating you are entitled to sick pay. You can claim for the time you would have spent delivering tutorials (including associated marking and preparation allowance). Please use the timesheet comments section to provide relevant information with your absence and the cover. If your absence last for longer more than 7 working days, you will be asked to sign the self-certificate section of a Return to Work Form <https://www.ed.ac.uk/human-resources/forms> .

For more information, please visit the School of Mathematics Tutor Hub page  
<https://teaching.maths.ed.ac.uk/main/staff/tutor-hub>

**EXAMPLE School of Mathematics Tutor Timesheet 2022-2023**

Pay Ref No.	123456		Surname, Initial		Smith, J.		
Week/ Semester	Date	Start Time	Finish Time	Hours Worked	Course Name or Acronym	Reason for Payment (e.g. Preparation Time, Tutorial, Marking)	Comments (e.g. 2 Tutorials, Marking only, Tutorial covered by X, Covering tutorial for X, ... )
sem2/week3				0.5	EM1b	Preparation allowance for week 3	
sem2/week3	01/02/2019	13.00	15.00	1.0	EM1b	Tutorial Week 3	
sem2/week3				1.0	EM1b	Marking Allowance for week 3	
sem2/week4				0.5	PwA	Preparation allowance for week 4	
sem2/week4	04/02/2019	16.00	17.00	1.0	PwA	Tutorial Week 4	
sem2/week4				1.0	PwA	Marking Allowance for week 4	
sem2/week4				0.5	CAP	Preparation allowance for week 4	
sem2/week4	05/02/2019	15.00	18.00	3.0	CAP	Tutorials (x2) Week 4	2 Tutorials
sem2/week4				3.0	CAP	Marking Allowance for week 4	
sem2/week4				0.5	EM1b	Preparation allowance for week 4	
sem2/week4	08/02/2019	13.00	15.00	1.0	EM1b	Tutorial Week 4	
sem2/week4				1.0	EM1b	Marking Allowance for week 4	
sem2/week5				0.5	PwA	Preparation allowance for week 5	
sem2/week5	11/02/2019	16.00	17.00	1.0	PwA	Tutorial Week 5	
sem2/week5				1.0	PwA	Marking Allowance for week 5	
sem2/week5				0.5	CAP	Preparation allowance for week 5	
sem2/week5	12/02/2019	15.00	18.00	3.0	CAP	Tutorials (x2) Week 5	2 Tutorials
sem2/week5				3.0	CAP	Marking Allowance for week 5	
sem2/week5				0.5	INT	Preparation allowance for week 5	Cover for ...
sem2/week5	14/02/2019	16.00	17.00	1.0	INT	Tutorial Week 5	Cover for ...
sem2/week5				0.0	INT	Marking Allowance for week 5	No marking covered
sem2/week5				0.5	EM1b	Preparation allowance for week 5	
sem2/week5	15/02/2019	13.00	15.00	1.0	EM1b	Tutorial Week 5	
sem2/week5				1.0	EM1b	Marking Allowance for week 5	
sem2/week6				0.5	PwA	Preparation allowance for week 6	
sem2/week6	25/02/2019	16.00	17.00	1.0	PwA	Tutorial Week 6	
sem2/week6				1.0	PwA	Marking Allowance for week 6	
sem2/week6				0.5	CAP	Preparation allowance for week 6	
sem2/week6	26/02/2019	15.00	18.00	3.0	CAP	Tutorials (x2) Week 6	2 Tutorials
sem2/week6				3.0	CAP	Marking Allowance for week 6	
<b>Total hours worked:</b>				<b>37.0</b>			

**Admin Use Only:**

Hours to be paid this month	
Amount to be paid this month	