

This should be completed in advance of any timesheet claims. Any claims out with the standard claims or approved patterns are reviewed and queried, as necessary.

- Consider when the assessments and marking is due for your course, you may have a higher marking load at the start/end of the semester and could be in credit/deficit for hours worked. This should even out by the end of the semester.
- If it becomes clear there is an issue workload, discuss this with other tutors on the course.
- If the workload is similarly high across all tutors, go to the course organiser as a group. Or individually if the load appears high only for yourself.
- It will then be up to the course organiser to
 - Redistribute workload to meet scheduled tutor hours.
 - Contact TutorSupport@maths.ed.ac.uk to seek permission for additional hours pay or adjustment of the marking ratio
- Tutor support will triage cases and discuss with Deputy Director/Director of Teaching and provide course organisers and tutors with an outcome.

Time sheets

- If additional workload hasn't already been agreed please submit your claim following the normal ratio but highlight on your time sheet that you are querying this.
- When the issue has been resolved to everyone's satisfaction, and if it has been agreed that you can claim for additional hours, please provide TutorSupport@maths.ed.ac.uk with another time sheet showing these hours. We will then submit these for you to be paid in the next available pay run