|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(A) Approver 1**  Typically the Course Leader /Administrator. Responsible for reviewing online claims and assigning the cost centre and rate of pay. | | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Name:** | **Personnel No:** | **From Date:** | **To Date:** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | | | | | | |
| **(B) Approver 2**  Typically the Head of School / Unit. Responsible for reviewing online claims submitted by Approver 1 for final approval. | | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Name:** | **Personnel No:** | **From Date:** | **To Date:** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | | | | | | |
| **(C) Administrator (Role of Administrator)**  Responsible for submitting online timesheets on behalf of a claimant. An Administrator may also be an Approver 1. | | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Name:** | **Personnel No:** | **From Date:** | **To Date:** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | | | | | | |
| **(D) Authorisation (To be completed by Head of School / Unit)** | | | | | | | | | | |
| **School / Unit Code:** |  | | | **School / Unit Name:** |  | | | | |  |
| **Signed:** |  | | | | **Date:** | | |  | |  |
| **Name (BLOCKS):** |  | | | | **Contact Tel for Queries:** | |  | | |  |
|  | | | | | | | | | | |
| **(D) Processing (HR & Payroll Office Use Only)** | | | | | | | | | | |
| **Input & Checked HR □** | |  |  |  | | **Date:** | | |  |  |
|  | |  |  | | |  | | |  |  |