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| **(A) Approver 1** Typically the Course Leader /Administrator. Responsible for reviewing online claims and assigning the cost centre and rate of pay.  |
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| **Name:** | **Personnel No:** | **From Date:** | **To Date:** |
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| **(B) Approver 2**Typically the Head of School / Unit. Responsible for reviewing online claims submitted by Approver 1 for final approval. |
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| **Name:** | **Personnel No:** | **From Date:** | **To Date:** |
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| **(C) Administrator (Role of Administrator)**Responsible for submitting online timesheets on behalf of a claimant. An Administrator may also be an Approver 1. |
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| **Name:** | **Personnel No:** | **From Date:** | **To Date:** |
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| **(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:** |  |  |
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