**Payroll Procedure for Hourly Paid Staff**

Please ensure that you read the updated information regarding Payroll Queries and Hourly Paid Timesheets as this supersedes any previous communications

To ensure that all timesheets are paid in a timely manner and nothing misses the Payroll deadline we require the following:

* All emails regarding timesheets are to have the following in the subject line; Payroll Number, Initials of Staff Member, Type of Pay Claim e.g.  1234 AB LSP or 5678 CD FE Hourly Paid Teacher
* A timesheet must  be completed for your pay claim, the timesheets can be found [HERE](https://portal.colchester.ac.uk/support_departments/FinandRes/Finance/Pages/Payroll.aspx) – Ensure that you include your Payroll Number and Cost Centre on this form
* We will not accept any pay claim that is not on a timesheet – these will be returned to you.
* Once you have completed your timesheet please forward it to your line manager for authorisation. If the line manager is the Budget Holder it is then the responsibility of your Budget Holder to send the timesheet, confirming it is authorised, to [CIPayroll@colchester.ac.uk](mailto:CIPayroll@colchester.ac.uk). If the line manager is not the Budget Holder the timesheet must be forwarded onto the Budget Holder for further authorisation and they have the responsibility to send the timesheet to [CIPayroll@colchester.ac.uk](mailto:CIPayroll@colchester.ac.uk).
* We will not accept any timesheets that do not come from the Budget Holder, they will be returned with instructions to send to the Budget Holder for Authorisation.
* Any Queries regarding your Pay for both Core members of staff and hourly paid should be sent to the [CIPayroll@colchester.ac.uk](mailto:CIPayroll@colchester.ac.uk) with the subject line QUERY, Payroll Number, Initials e.g. QUERY 1234 AB, any query will be forwarded to the relevant person/ department and either Payroll or HR will reply to your email. Please do not send queries to any other email address as we cannot guarantee that we will be able to resolve these in a timely manner.
* The Deadlines for Payroll can be found on the reverse of the timesheets, as well as below and will also be posted on the Finance Portal – ***PLEASE NOTE any emails received after the dead line will automatically be filed and actioned for the following Pay Period.***

