**GTA Timesheet Guidance**

Timesheets are how you get paid, and we have outlined some frequently asked questions to assist you in your timesheet submission.

If you **do not see ‘GTA’ as dropdown option** for your role, this means either you have not submitted an appendix (see Section 4 of the [GTA webpage](https://www.imperial.ac.uk/electrical-engineering/study/current-students-course-handbook/working-as-a-graduate-teaching-assistant/)), your timesheet is submitted outside the time that your appendix is valid, or the College’s Casual Worker Team is still processing your requirement schedule.

Please ensure that your appendix covers all the time that you are working as a GTA and if your appendix is out of date, please submit a new one as soon as possible. If your appendix is submitted and in-date, please get in touch with the Department’s casual worker support.

If your timesheet submission comes back as ‘Unassigned Work’, the Department will not be able to approve it, as your latest requirement schedule is out of date.

If you **do not see your module code available** for selection, please get in touch with the Department’s casual worker support and they will add it to the Casual Working App.

Timesheet comments are **required** for all teaching assistant payment claims. This is to ensure that the work done by GTAs matches with the correct pay rate and for auditing purposes.

Examples of accepted comments:

* ***“Lab demonstration”***
* ***“Exam marking”***
* ***“Assisted with Panopto for Room 408”***

Examples of rejected comments:

* ***\*No comments at all\****
* ***“Developed materials”*** - Because developing new materials is paid at the highest pay rate, we usually need more details than this. An accepted comment would be “developed new questions for Year 1 exam paper”.
* ***“1 hour Tom, 1 hour Jim”*** - This comment would not be accepted, because we do not know what kind of work was undertaken. An accepted comment would be “1 hour tutorial with Tom, 1 hour going over assessment with Jim”.

The Timesheet Approval Process works as a tiered system. Your Level 1 approver will be your module leader or hiring manager and the Level 2 approver will be a member of the Department’s casual worker support. You will be able to see what stage your timesheet is at through the Casual Working App. Please note that the Level 2 approvals tend to be done close to the College’s pay slip submission deadline.

In order for the Department’s Casual Worker Support Team to be able to process your timesheet claims in time for pay day, please have all claims submitted and approved at Level 1 by the 5th of each month. If timesheets are submitted after the 5th, we cannot guarantee payment within that month.

College pay dates can be found in column 3 on this [webpage](https://www.imperial.ac.uk/human-resources/pay-and-pensions/payroll-deadlines/).

If you have any questions, please do not hesitate to get in touch with the Department’s casual worker support.