Please complete electronically. When selecting the date please choose the date of the Monday of the beginning of the week of your claim. Please enter the hours worked for each weekday and weekend. Please round up hours to the next half hour.

|  |
| --- |
| Full name: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Week 1** | Click or tap to enter a date. | **Week 2** | Click or tap to enter a date. |
| Monday |  | Monday |  |
| Tuesday |  | Tuesday |  |
| Wednesday |  | Wednesday |  |
| Thursday |  | Thursday |  |
| Friday |  | Friday |  |
| Saturday and Sunday |  | Saturday and Sunday |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Week 3** | Click or tap to enter a date. | **Week 4** | Click or tap to enter a date. |
| Monday |  | Monday |  |
| Tuesday |  | Tuesday |  |
| Wednesday |  | Wednesday |  |
| Thursday |  | Thursday |  |
| Friday |  | Friday |  |
| Saturday and Sunday |  | Saturday and Sunday |  |

Please submit your completed form to [*hr@phc.ox.ac.uk*](mailto:hr@phc.ox.ac.uk) by the 1st of the month following the month you have worked.