

## Filling out a Timecard in P&M

Revised April 2024

### General

Ideally you should be completing a Timecard on a monthly basis. You can enter your hours and save the Timecard at any time during the month.

You should submit your Timecard by the last working day of the month to enable the cards to be approved and processed for payment on 28<sup>th</sup> day of the following month eg submit by 29 April for payment 27 May (28 being a Saturday).

Once you submit the card it can still be edited up until 7<sup>th</sup> of the month – if you do so you should alert the [td.geos@ed.ac.uk](mailto:td.geos@ed.ac.uk) mailbox as it will need to be re-approved. After this date if you re-open the card it may interrupt payment of those hours.

### Assignment Numbers

You will need to enter your Assignment Number – this is your unique employee reference and as you are likely to have both a Tutor contract and a Demonstrator contract you will have numbers added to end of these which differentiate them eg Tutor reference might be 123456 because it was the first contract you got but your Demonstrator reference might be 123456-2

You can find these in P&M Me>Show More>Employment>Employment Info

### What is paid at Tutor rate?

For **anything** tutor related make sure you enter your **Tutor** assignment number to ensure you are paid at tutor rate.

Task	Work Category	Notes
Tutorials	Tutoring	
Preparation for tutorials	Preparation Time	1 hour prep per 1 hour tutorial
Tutor meeting/office hours/student queries/emails etc	Tutoring	Flat rate
Course Assistant	Tutoring	Flat rate
Marking	Marking	Flat rate
Training/T&D Induction*	Development	Flat rate

### What is paid at Demonstrator rate?

For **anything** demonstrator related make sure you enter your **Demonstrator** assignment number.

Task	Work Category	Notes
Demonstrator	Demonstrating	
Preparation for demonstrations	Preparation Time	30 mins prep per 1 full hour
Field Demonstrator	Demonstrating	Flat rate capped at 10 hours a day in line with academic rates
Field Demonstrator prep	Preparation Time	Flat rate capped at 4 hours available from April 2023 for eg watching videos and reading course materials

\* NB The 2 day Field First Aid and Mental Health First Aid training courses are specific to Field demonstrating and subsequently paid at flat demonstrator rate. These are capped at 8 hours per day will **only** be paid if you are confirmed in post as a field demonstrator.

### Course Codes Field

Confusingly this is actually the course name. This field has a drop down list of all courses in EUCLID, not just Geosciences. The quickest way for you to find your course is to type the name into the box and you will see the dropdown results change accordingly until your course is found. If your course is new it may not yet be pulling through from EUCLID. If this is the case leave the course code blank and record the course name in the comment field.