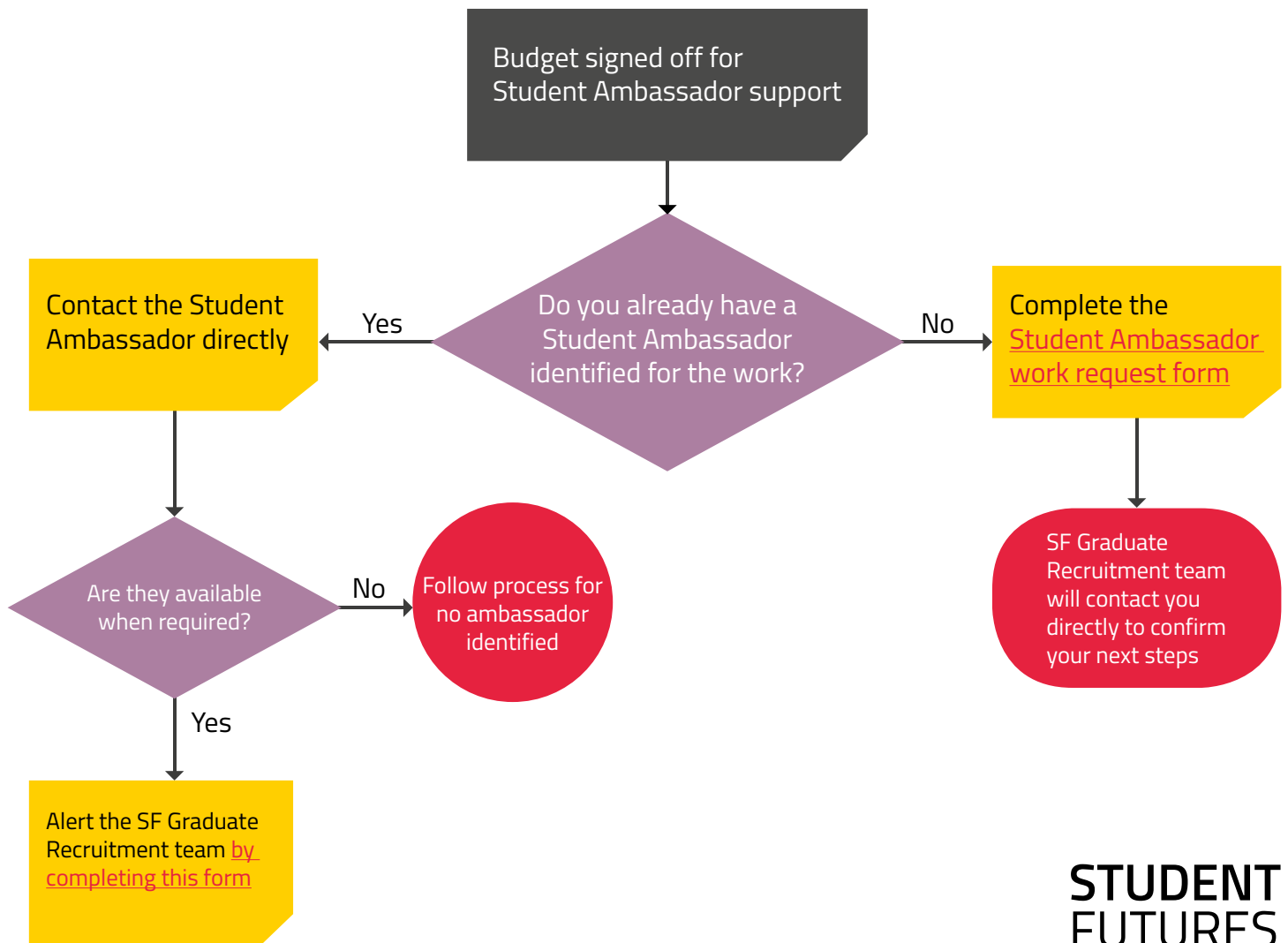


# Selecting a Student Ambassador



**STUDENT  
FUTURES**

Once an Ambassador has been allocated a shift, the following instructions regarding payment are sent to them - the requesting manager will also be copied into this email:

"After you have completed your work, timesheets should be filled in, signed and sent on to (REQUESTING MANAGER). You can download blank timesheets here. If you do not know your staff number please leave this field blank. Please ensure you select 'Grade 2 Support' as your Pay Grade, and follow the further instructions regarding hours worked. (REQUESTING MANAGER) will assign the department cost code for you when they receive your timesheet and will send this to the University's Payroll team. For information on our payroll cut off dates, please visit our University Intranet pages. Please ensure all timesheets are returned to (REQUESTING MANAGER) promptly, by no later than (5 days after shift date)."