

**GREAT LAKES UNIVERSITY OF KISUMU (GLUK)**

**PART TIME LECTURERS CLAIM SUMMARY**

FACULTY \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

NAME OF LECTURER \_\_\_\_\_

YEAR \_\_\_\_\_

SEMESTER	COURSE/CLASS	UNITS TAUGHT	TOTAL HOURS FOR EACH UNIT TAUGHT	NUMBER OF STUDENTS IN SESSION

The following documents **must** be attached:

1. Contract for period of service
2. Duly filled and approved time sheets
3. Duly filled class attendance sheets
4. Duly filled exam attendance sheets
5. Copy of time table

**Confirmed and approved by**

**Head of Department (HOD)**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Confirmed and Received by**

Finance Office

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: All documentation for work of a completed semester must be submitted to **Finance** before the beginning of a new semester.