ENGAGING NON PERMANENT EMPLOYEES AND WORKERS PROCEDURE

1. INTRODUCTION

The aim of this document is to outline the policy and procedure to be followed in the recruitment and payment of all non-permanent employees and workers.

This policy and procedure must be read in conjunction with the University's Recruitment and Selection Procedure, and the University Staffing Authorisation Procedure.

Where approval through the University Staffing Authorisation Procedure is required, this must be obtained prior to commencing any recruitment and selection process.

This procedure applies to the recruitment of **all** non-permanent posts. This includes (but is not limited to) fixed term contracts, Associate Lecturers, "casual" or short term staff, staff on zero hours contracts, etc.

The classification of work, along with the duration of work, will determine the administrative and approval procedure to be followed.

All work is to be classified as either a pre-defined activity or a non pre-defined activity.

At present the pre-defined activities are the following, although the list will be updated as required:

- Associate Lecturer
- Invigilator/Senior Invigilator
- Demonstrator
- Marker
- Scribe / Reader
- Notetaker
- Sessional Interviewer
- Student Roles
- Food Services Assistant
- Independent Practice Teacher

- Lecturer Consultant
- Professor Consultant
- Senior Lecturer Consultant
- Team UWS Coach
- Study Support Assistant
- Student Development Mentor

NB: the posts listed above are under development

Non pre-defined activities includes all other activities. (This may include instances where there is a variation on pre-defined activities).

The planned duration of work should be identified at the outset. Different administrative and approval processes apply for work lasting more than one month, and for work lasting one month or less. During the course of work, should it become evident that the work will last longer than the initial planned duration, the recruitment manager must refer to their HR Business Partner to determine the appropriate approval procedure and recruitment and selection process.

For the purpose of this policy, one month is defined as one calendar month. This means from the date in one month to the preceding date in the next month (e.g. 4th February to the 3rd March, except where it is the first of the month when it will be to the end of the calendar month (e.g. 1st March to the 31st March).

2.   OBJECTIVES OF PROCEDURE

The objectives of this procedure is to ensure that: his policy and procedure aims to ensure that:

- An appropriate, transparent and consistent recruitment process is followed for all non-permanent posts.
- The recruitment process for all non-permanent posts complies with relevant employment legislation.
- Responsibilities of individuals and departments (including People and OD, Finance Office, Academic Schools and Professional Service Departments etc) with regards to the recruitment and payment of non-permanent staff are clearly defined and understood.
- An adequate and effective internal control system is in place surrounding the process for recruiting and paying non-permanent staff.
- The Department of People and OD has the appropriate level of involvement in the recruitment of all non-permanent staff (dependent on classification and duration of work).

3.   PROCEDURE

3.1   General

The 'recruiting manager' is the School or departmental manager who has identified the need for a non-permanent post to be filled.

The recruiting manager must first liaise with his/her HR Business Partner prior to any proposed post being advertised or any approach being made to any individual for such a post.

The recruiting manager must provide his/her HR Business Partner with a written proposal which sets out the following details as a minimum:

- The proposed role/activity (including confirmation of whether activities are pre-defined or non pre-defined)
- The proposed duration of work
- The proposed pattern of working hours
- The proposed level of pay and the basis on which payment is to be made (for example, whether though PAYE or consultancy fees – refer to Section 5 below for further information on consultancy fees).

The HR Business Partner will confirm the administrative and approval process to be followed dependent on the classification and planned duration of the work.

3.2   Pre-Defined Activities

A generic job descriptor has been prepared for each pre-defined activity and has been job-matched and allocated a grade. In addition, standard rates of pay have been determined for each pre-defined activity. These rates of pay correspond to the appropriate pay scale. Recruiting managers should refer to their HR Business Partner for guidance on generic job descriptors, current pay scales, and information on the conditions of service.

Work lasting one month or less
The recruitment process for pre-defined activities with duration of no more than one month is simple and straightforward, and is outlined in HR1 Flowchart. The University Vacancy Management and Staffing Authorisation Procedure will not apply to posts which fall into this category.

Work lasting more than one month, but no longer than three trimesters
Where work is anticipated to last more than one month but no longer than three trimesters, the recruitment process outlined in HR2 Flowchart applies. To comply with relevant employment legislation, the University is required to issue a contract of employment for all posts lasting more than one month. To meet this requirement whilst ensuring that the associated administrative and approval process is as simple and straightforward as possible for pre-defined activities, a separate process has been established for posts which fall into this category. As before, the University Vacancy Management and Staffing Authorisation Procedure does not apply.

Work lasting more than three trimesters
Where work is anticipated to last more than three trimesters, the University Staffing Authorisation Procedure applies. Recruiting managers must refer to the University Recruitment and Selection procedure when filling such vacancies.

Rate of Pay for Pre-Defined Activities
Standard rates of pay have been determined for each pre-defined activity which corresponds to the appropriate pay scale. Whenever possible, all pre-defined activities should be paid at the standard rate. If the recruiting manager wishes to pay a rate in excess of the standard rate for the pre-defined activity, written approval must be obtained from Dean/ Director and HR by completing the Excess Rate of Pay Justification and Approval Form (HR4 ERP Form). A copy of this approval should be retained in the School/Department.

3.3 Non Pre-Defined Activities
If the recruiting manager proposes a non-permanent post which does not fall within the scope of the pre-defined activities, the recruiting manager is required to prepare a job descriptor for the post and forward this to his/her HR Business Partner for consideration. The post will be job-matched to enable an appropriate grade and rate of pay to be identified. This process will ensure that the role has been evaluated in the context of other University posts, and upholds the principle of equal pay for work of equal value.

If the recruiting manager proposes a post which is similar, but not exactly the same, as any of the pre-defined activities described above, the HR Business Partner will consider whether the variation in job descriptor is significant enough to require the job to be re-matched. If that is considered appropriate, the job descriptor will be subjected to a job matching process in order to establish the correct grade.

Work lasting one month or less
The recruitment process for non-permanent employees for activities which do not fall within the list of pre-defined activities is outlined in HR3 Flowchart. The process aims to be as straightforward and simple as possible. The University Staffing Authorisation Procedure will not apply to posts which fall into this category.

Work lasting more than one month
Where work does not fall within the pre-defined activities and is anticipated to last more than one month, the University Staffing Authorisation Procedure applies. Recruiting managers must refer to the University Recruitment and Selection Procedure when filling such vacancies.

Rate of Pay for Non Pre-Defined Activities
The recruiting manager will be advised of the appropriate rate of pay by his / her HR Business Partner. In the event of a recruiting manager wishing to pay in excess of the rate advised, written approval must be obtained by completing the Excess Rate of Pay Justification and Approval Form (HR4 ERP Form).

There may be cases where it is appropriate for a market supplement to be paid. The Rewards Team is developing a procedure in this regard.

3.4 Payment Process

Non-permanent employees and workers are paid through completion of the appropriate Payroll Payment Request Form (with the exception of a limited number of posts of a fixed term nature where the individual is paid a regular monthly salary).

Two Payroll Payment Request Forms are available for this purpose:

- Form P/1: Payroll Payment Request (Pre-Defined Activities)
- Form P/2: Payroll Payment Request (Non Pre-Defined Activities)

The process for submitting a Payroll Payment Request is outlined in HRP1 Flowchart and HRP2 Flowchart. All payments must be made in arrears.

All payroll payment requests require to be approved by an authorised signatory. By signing the payroll payment request, the authorised signatory confirms that it is an accurate record of work performed and that the terms and conditions under which the payment is being made comply with this policy and procedure. The supporting documentation should confirm the activity the individual is engaged for, and the rate of pay (for example, a copy of the letter or contract issued to the individual). The authorised signatory also confirms that supporting documentation is retained within the School/Department to support the payment. Documentation to be retained by School/Departments will include copies of employment registration forms, standard letter and payroll payment request forms.

3.5 Payment by Invoice

On occasion, it may be appropriate to pay an individual following submission of an invoice rather than a payroll payment (i.e. to treat the individual as self-employed rather than an employee). This situation is rare. Employment status is not a matter of choice. Parties cannot simply decide to treat working arrangements as either employment or self-employment. The circumstances of the engagement determine how it is treated. It is irrelevant if an individual has self employed status with another organisation.

If an individual requests to be treated as self-employed rather than as an employee, written approval must be obtained from Finance prior to any such agreement being made. Finance will consider the circumstances of the arrangement and, through consultation with HMRC guidance, will form an opinion on employment status. The decision of Finance in such cases will be final.

Procedure Author – Employee Relations & Performance Adviser	Procedure Owner – Director of People and Organisational Development
Parent Policy Statement – People and Organisational Development	Public Access or Staff Only Access – Public
Version 3 – Approved June 2018	Changes and Reason for Changes – POD Policy Review

RECRUITMENT OF NON-PERMANENT EMPLOYEES AND WORKERS   <u>**HR1 Flowchart**</u>
PRE-DEFINED ACTIVITIES
DURATION LASTING ONE MONTH OR LESS

NON-EEA APPOINTEES – INCLUDING STUDENTS HOLDING TIER 4 VISA – all such appointments must be referred to the People and OD PRIOR TO the individual being offered or starting work.

All of the steps outlined below must be completed PRIOR to the individual commencing work.
Appointments are administered using EMPLOYMENT REGISTRATION FORM (HR5 ERForm)

RECRUITING MANAGER IDENTIFIES REQUIREMENT FOR ROLE

- Recruiting manager liaises with HR Business Partner to provide required information on role (as outlined in procedure for Employing and Engaging Non-Permanent Employees & Workers).
- HR Business Partner confirms administrative and approval process to be followed.

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RECRUITING MANAGER IDENTIFIES A SUITABLE CANDIDATE

-
- **In all cases**
- Dean of School/Director authorises appointment
-
- **UKBA CHECKS**
- Schools and departments must check eligibility to work in the UK for ALL appointees BEFORE a person is employed
- UKVI Employers Right to Work Checklist must be completed
- Once completed, a copy of the HR5 ERForm, together with the original Employers Right to Work Checklist plus verified copies of the documents check must be sent to the HR Department
-
- School/Department provide individual with a written statement of terms and conditions including rate of pay (HR5 ER Letter). Copy to be retained in School/Department
- Individual completes HR5 ERForm
- School/Department checks and validates information on Employment Registration Form
- Individual completes HESA FORM and CRIMINAL CONVICTIONS FORM
- School/Department forwards completed HR5 ERForm and HESA Form to Payroll Section
- School/Department maintains tracking spreadsheet to calculate accrued leave for individuals. Tracking spreadsheet is available from People and OD
-
- In the event of a recruiting manager wishing to pay in excess of the standard rate for the pre-defined activity:
- Recruiting manager completes EXCESS RATE OF PAY JUSTIFICATION AND APPROVAL FORM (HR4 ERPForm).
- Dean of School/Director approves rate of pay and sends to People and OD
- People and OD approves rate of pay
- People and OD sends copy of approved Excess Rate of Pay Justification and Approval Form to School/Department to be retained
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EMPLOYEE REGISTRATION FORM RECEIVED BY PAYROLL SECTION
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- Payroll Section ensure all sections of the Employment Registration Form are complete
  - (Incomplete forms will be returned to School/Department for completion which may delay payment).
- On receipt of completed form, Payroll Section will enter appropriate details on Payroll System

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REFER TO FLOWCHART(HR P1 Flowchart) FOR PAYMENT PROCESS

RECRUITMENT OF NON-PERMANENT EMPLOYEES AND WORKERS
PRE-DEFINED ACTIVITIES
DURATION MORE THAN ONE MONTH / NO MORE THAN THREE TRIMESTERS

NON-EEA APPOINTEES – INCLUDING STUDENTS HOLDING TIER 4 VISA – all such appointments must be referred to the HR department PRIOR TO the individual being offered or starting work.

All of the steps outlined below must be completed PRIOR to the individual commencing work.
Appointments are administered using CONTRACT INSTRUCTION FORM (CIF1 / CIF2)

RECRUITING MANAGER IDENTIFIES REQUIREMENT FOR ROLE
- Recruiting manager liaises with HR Business Partner to provide required information on role (as outlined in procedure for Employing and Engaging Non-Permanent Employees & Workers)
- HR Business Partner confirms administrative and approval process to be followed.

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RECRUITING MANAGER IDENTIFIES A SUITABLE CANDIDATE

- **In all cases**
- **UKBA CHECKS**
- Schools and departments must check eligibility to work in the UK for ALL appointees BEFORE a person is employed
- UKBA Employers Right to Work Checklist must be completed
- Once completed, a copy of the CONTRACT INSTRUCTION FORM, together with the original Employers Right to Work Checklist plus verified copies of the documents check must be sent to People and OD
- Appointment authorised by Dean of School/Director
- Recruiting manager completes a CONTRACT INSTRUCTION FORM (CIF1 for Associate Lecturers; CIF2 for all other pre-defined activities) for the individual and forwards this form to HR Business Partner along with CV.
- In the event of a recruiting manager wishing to pay in excess of the standard rate for the pre-defined activity:
- Recruiting manager completes EXCESS RATE OF PAY JUSTIFICATION AND APPROVAL FORM (HR4 ERPForm)
- Dean of School/Director approves rate of pay and sends to People and OD
- People and OD approves rate of pay
- People and OD sends copy of approved Excess Rate of Pay Justification and Approval Form to School/Department to be retained

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EMPLOYERS RIGHT TO WORK CHECKLIST, VERIFIED DOCUMENTS, CONTRACT INSTRUCTION FORM & CV RECEIVED BY HR BUSINESS PARTNER

- People and OD issues a recruitment pack to individual (includes application form, EO Monitoring form, criminal convictions form, OH questionnaire, Working Time regulations form and Next of Kin form and HESA form).
- People and OD prepares contract and forwards in duplicate to individual
- People and OD sends appropriate pension documentation and bank details form to employee.

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- **INDIVIDUAL COMPLETES APPROPRIATE RECRUITMENT PAPERS, SIGNS CONTRACT & RETURNS TO HR BUSINESS PARTNER**

- Individual completes 2 page application form, EO monitoring form, Next of Kin form and HESA form and returns to People and OD
- Individual completes Criminal Convictions Declaration Form (to be returned to People and OD under confidential cover)
- Individual completes OH questionnaire (to be returned to OH under confidential cover)
- Individual signs both copies of contract, returning one copy to People and OD

- Individual returns completed pension documentation and bank details form to People and OD.

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- **COMPLETED RECRUITMENT PAPERS ARE RECEIVED IN HUMAN RESOURCES**
- People and OD sets up personal file for individual (to be retained in People and OD)
- People and OD seeks references in respect of individual (or Dean/Director provides written statement to confirm their suitability, and requirement to take up references).
- People and OD confirms fitness for post with OH department, and advises School/Department of any factors affecting employment.

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- **REFER TO FLOWCHART(HR P1 Flowchart) FOR PAYMENT PROCESS**

RECRUITMENT OF NON-PERMANENT EMPLOYEES AND WORKERS   <u>**HR3 Flowchart**</u>
NON PRE-DEFINED ACTIVITIES
DURATION OF ONE MONTH OR LESS

NON-EEA APPOINTEES – INCLUDING STUDENTS HOLDING TIER 4 VISA – all such appointments must be referred to the HR department PRIOR TO the individual being offered or starting work.

All of the steps outlined below must be completed PRIOR to the individual commencing work.
Appointments are administered using EMPLOYMENT REGISTRATION FORM (HR5 ERForm)

RECRUITING MANAGER IDENTIFIES REQUIREMENT FOR ROLE

- Recruiting manager liaises with HR Business Partner to provide required information on role (as outlined in policy and procedure for Employing and Engaging Non-Permanent Employees & Workers)
- HR Business Partner confirms administrative and approval process to be followed.
- Recruiting manager prepares job descriptor for post and forwards to HR Business Partner for consideration.

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- **PEOPLE and OD CONSIDERS JOB DESCRIPTOR**

- HR Business Partner liaises with the Rewards Team for confirmation of grade of post, and requirement for job matching where necessary
- People and OD will identify appropriate rate of pay
- HR Business Partner will advise the recruiting manager of the grade of the post, and the appropriate rate of pay.

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RECRUITING MANAGER IDENTIFIES A SUITABLE CANDIDATE

- **In all cases**
- Dean of School/Director authorises appointment

- **UKBA CHECKS**
- Schools and departments must check eligibility to work in the UK for ALL appointees BEFORE a person is employed
- UKBA Employers Right to Work Checklist must be completed
- Once completed, a copy of the HR5 ERForm, together with the original Employers Right to Work Checklist plus verified copies of the documents check must be sent to the HR Department

- School/Department provide individual with a written statement of terms and conditions including rate of pay (HR4 ERP Form). Copy to be retained in School/Department
- Individual completes HR5 ERForm
- School/Department checks and validates information on Employment Registration Form
- Individual completes HESA FORM and CRIMINAL CONVICTIONS FORM
- School/Department forwards completed HR5 ERForm and HESA Form to Payroll Section
- School/Department maintains tracking spreadsheet to calculate accrued leave for individuals. Tracking spreadsheet is available from People and OD

- In the event of a recruiting manager wishing to pay in excess of the standard rate for the pre-defined activity:
- Recruiting manager completes EXCESS RATE OF PAY JUSTIFICATION AND APPROVAL FORM (HR4 ERPForm).
- Dean of School/Director approves rate of pay and sends to People and OD
- People and OD approves rate of pay
- People and OD sends copy of approved Excess Rate of Pay Justification and Approval Form to School/Department to be retained

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EMPLOYEE REGISTRATION FORM RECEIVED BY PAYROLL SECTION

- Payroll Section ensure all sections of Employee Registration Form are complete

(Incomplete forms will be returned to School/Department for completion).

- Payroll Section ensures completed HESA form is received and forwards to People and OD
- (If completed form is not provided, it will result in a delay to payment being made)
- On receipt of complete forms, Payroll Section will enter appropriate details on Payroll System

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- **REFER TO FLOWCHART(HR P2 Flowchart) FOR PAYMENT PROCESS**

EXCESS RATE OF PAY JUSTIFICATION AND APPROVAL FORM   **HR4 ERPForm**

This form should be used in the following circumstances:

1. Where it is proposed to pay an individual a rate above the standard rate for pre-defined activities.
2. Where it is proposed to pay an individual a rate above that advised by the Rewards Team for non pre-defined activities.

Any rate of pay offered above the standard rate for pre-defined activities or above the rate advised by the Rewards Team for non pre-defined activities must be supported by objective justification as evidence may be called for in defending an equal pay claim.

Name:	
Post:	
Pre-Defined or Non Pre-Defined Activity	
Grade of Post	
Standard Rate (for Pre-defined activities) or Pay & Grading Rate (for non pre-defined activities)	
Proposed Rate	
Justification for Difference:	
What checks have been made to verify that this rate of pay is equitable with other employees within the School/Department / University whose posts have similar qualifications and experience requirements and whose post holders have a similar length of service?	

Approval:

Recruiting Manager: Date:

Dean of School: Date:

HR Business Partner   Date:

<u>HR comments</u>

INDIVIDUAL COMPLETES PAYROLL PAYMENT REQUEST FOR PRE-DEFINED ACTIVITIES

- Individual completes PAYROLL PAYMENT REQUEST (PRE-DEFINED ACTIVITIES) – Form P/1
- Payroll Payment Request Form forwarded to Dean of School/Director for approval.

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DEAN OF SCHOOL/DIRECTOR APPROVES PAYROLL PAYMENT REQUEST

- Authorised signatory confirms Payroll Payment Request Form has been completed correctly, that payment complies with relevant procedure (Procedure for Engaging Non-Permanent Employees and Workers or Policy and Procedure for Provision of Additional Work to University Employees and Workers and that form is an accurate record of work performed.
- Where rate of pay is in excess of standard rate of pay for pre-defined activity, authorized signatory must also sign to confirm that an Excess Rate of Pay Justification and Approval Form has been completed, approved and a copy is held in the School/Department.
- School/Department forward completed Payroll Payment Request Form to Payroll Section for processing.

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PAYROLL SECTION RECEIVE COMPLETED PAYROLL PAYMENT REQUEST FORM

- Payroll Section ensure all sections of Payroll Payment Request Form are complete.
  - (Incomplete forms will be returned to School/Department for completion)
- Payroll Section confirms rate agrees to standard rate for pre-defined activity.
- Where rate is in excess of standard rate, Payroll Section ensure authorised signatory has completed the additional authorisation box to confirm approval has been obtained.
- Payroll Section ensures form has been approved by an appropriate authorised signatory.
- Payment processed.

INDIVIDUAL COMPLETES PAYROLL PAYMENT REQUEST FOR NON PRE-DEFINED ACTIVITIES

- Individual completes PAYROLL PAYMENT REQUEST (NON PRE-DEFINED ACTIVITIES) – Form P/2
- Payroll Payment Request Form forwarded to Dean of School/Director for approval.

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DEAN OF SCHOOL/DIRECTOR APPROVES PAYROLL PAYMENT REQUEST
- Authorised signatory confirms Payroll Payment Request Form has been completed correctly, that payment complies with relevant procedure (Procedure for Engaging Non-Permanent Employees and Workers or Procedure for Provision of Additional Work to University Employees and Workers and that form is an accurate record of work performed.
- Authorised signatory confirms that supporting documentation as defined in policy is retained within the School/Department.
- School/Department forward completed Payroll Payment Request Form to Payroll Section for processing.

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PAYROLL SECTION RECEIVE COMPLETED PAYROLL PAYMENT REQUEST FORM

- Payroll Section ensure all sections of Payroll Payment Request Form are complete.
(Incomplete forms will be returned to School/Department for completion)
- Payroll Section ensures form has been approved by an appropriate authorised signatory.
- Payment processed.

Payroll Payment Request (Pre-Defined Activities) – <u>Form P/1</u>

This form should be used to request payroll payments for pre-defined activities (excluding overtime).
Please ensure this form is properly completed, authorised and submitted to the Payroll Section by 12th of each month (or the Friday prior to the 12th if 12th falls on a weekend or bank holiday)
Please note that payment requests that are incomplete or completed incorrectly will be returned to the School/Department. This will result in payment being delayed.

Employee Name:

Address:

Employee Number:

School & School / Department:

Project Title:

Month:

Activity Description	Date	Activity Code (see below)	Hours From	Hours To	Total Hours	Rate **	Total	FINANCE CODE	
								Main	Cost Centre / Project

Employee Declaration:
I certify that this is an accurate record of work performed. I certify that I have signed a contract in respect of this work and that this and all required contractual documentation/letter have been returned to **AND RECEIVED BY** the University.

_____ (printed) _____
(date)

_____ (signed)

Activity Codes:

L – Associate Lecturer
D – Demonstrator   **CL** – Lecturer Consultant
I - Invigilator   **CS** – Senior Lecturer Consultant
IS – Senior Invigilator   **CP** – Professor Consultant
M – Marker   **UWSC** – Team UWS Coach
S – Scribe / Reader   **SS** –Study Support Assistant
V - Sessional Interviewer **SD**–Skills Development Mentor
SR - Student Roles
FS – Food Services Assistant
IPT – Independent Practice Teacher

** Rate to be taken from standard hourly rates for pre-defined roles. Payments at different rate require additional approval. Please refer to Policy and Procedure for Employing and Engaging Non-Permanent Employees and Workers or Policy and Procedure for Provision of Additional Work to University Employees and Workers.

Authorisation (Authorised signatory):
I certify that this is an accurate record of work performed.

I confirm that the terms and conditions under which this payment is made complies with the relevant Policy & Procedure and that a

Letter [ ]   or   Contract [ ]   (please tick)

Is held in support of this payment

_____ (printed) _____
(date)
_____ (signed)

Additional Authorisation (Authorised Signatory):

Where payment is in excess of standard hourly rate, I confirm that an Excess Pay Justification and Approval Form has been completed and a copy is held within the School/Department.

_____ (signed)

FINANCE USE ONLY			
Desc Code	Data Code	Hours	Mins

UWS UNIVERSITY OF THE WEST *of* SCOTLAND

Payroll Payment Request (Non Pre-Defined Activities) – __Form P/2__

This form should be used to request payroll payments for non pre-defined activities (including Research or Commercial activities). This form should not be used to request payment for pre-defined activities (lecturing, demonstrating , invigilating, etc). Requests for payment for pre-defined activities should be submitted on Form P/1.
Please ensure this form is properly completed, authorised and submitted to the Payroll Section by 12th of each month (or the Friday prior to the 12th if 12th falls on a weekend or bank holiday)
Please note that payment requests that are incomplete or completed incorrectly will be returned to the School/Department. This will result in payment being delayed.

Employee Name:

Address:

Employee Number:

School & School / Department:

Project Title:

Month:

Description	Date	Hours From	Hours To	Total Hours	Rate	Total	FINANCE CODE	
							Main	**Cost Centre / Project**

Employee Declaration:
I certify that this is an accurate record of work performed. I certify that I have signed a contract in respect of this work and that this and all required contractual documentation/letter have been returned to **AND RECEIVED BY** the University.

_____ (printed)   _____
                                                                                                (date)

_____ (signed)

IRO Authorisation (Research/Commercial Activities Only):
I confirm that this payment complies with the University's Rewards Policy.

_____ (printed)   _____
                                                                                                     (date)

_____ (signed)

Authorisation (Authorised signatory):
I certify that this is an accurate record of work performed.

I confirm that the terms and conditions under which this payment is made complies with the relevant Policy & Procedure and that a
Letter [ ]   or   Contract [ ]   (please tick)

Is held in support of this payment

_____ (printed)
                                            (date)
_____ (signed)

Additional Authorisation (Authorised Signatory):
Where payment is in excess of standard hourly rate, I confirm that an Excess Pay Justification and Approval Form has been completed and a copy is held within the School/Department.

_____ (signed)

FINANCE USE ONLY			
Desc Code	Data Code	Hours	Mins

Employment Registration Form

UWS UNIVERSITY OF THE
WEST *of* SCOTLAND

Part A: *For completion by School/Department*

School/Department Name

Staff Category

<table>
<tr><td>☐</td><td>L - Associate Lecturer (Grade Ac 2.1)</td><td rowspan="14">Has the Right to Work checklist been completed and all documents copied and verified? YES/NO

Is a Work permit required? YES / NO
IF YES – you must contact your HR Business Partner to carry out right to work check – employee should not work until the work permit is in place</td></tr>
<tr><td>☐</td><td>D – Demonstrator (Grade 3.1)</td></tr>
<tr><td>☐</td><td>F - Food Service Assistant (Grade 1.3)</td></tr>
<tr><td>☐</td><td>I - Invigilator (Grade 1.3)</td></tr>
<tr><td>☐</td><td>IS – Senior Invigilator (Grade 2.1)</td></tr>
<tr><td>☐</td><td>S – Scribe / Reader (Grade 2.1)</td></tr>
<tr><td>☐</td><td>N - Note taker (Grade 3.1)</td></tr>
<tr><td>☐</td><td>V - Sessional Interviewer (Grade 2.1)</td></tr>
<tr><td>☐</td><td>SR - Student Roles (Grade 1.3)</td></tr>
<tr><td>☐</td><td>UWS C – Team UWS Coach (Grade 2.1)</td></tr>
<tr><td>☐</td><td>SSA – Study Support Assistant (Grade 3.1)</td></tr>
<tr><td>☐</td><td>SD – Skill Development Mentor (Grade 4.1)</td></tr>
<tr><td>☐</td><td>Non pre-defined activity *please state job title, grade & rate of pay of below</td></tr>
</table>

*NON PRE-DEFINED ACTIVITY: Details of role:

I confirm that role has been discussed with People & OD, and that the grade of the post/duties have been identified.

Name: _____ Designation: _____

Signed: _____ Dated: _____

Please state the job title, grade, salary scale and associated hourly rate of the post/duties.:

Job title: _____

Grade and range of SCPs:_____ SCP, salary & hourly rate to be paid: _____
*SCP – Scale Point

FOR ALL WORK PLEASE STATE:

Proposed working hours:		Proposed pattern of working hours:	
Expected Earliest Start Date:		Expected End Date:* ***Duration of work must be no longer than one calendar month**	
Sub Code		Employees Type:	
Reason for engagement		HESA Cost Code	

I hereby certify that _____* will carry out the work described above.
I hereby certify that the information per right to work and Criminal Conviction Declaration form has been checked, and is satisfactory. * Name of individual undertaking the work, and who has completed part 2 of this form

Signed: _____ Dated: _____

Name:_____**Position:** _____

(print)

Part B: *For completion by Individual*

Personal Details (Existing employees MUST complete this section)

Surname	
Forename	
Title	
NI Number	***Please note that the University will not be able to make payment unless proof of NI is provided (payslip, NI card, official letter)***
Date of Birth	
Employee Number (if existing employee)	
Email address (for payslip)	

Home Address (Existing employees need not complete this section)

Contact telephone number:

Are you a UK or European Economic Area National* Yes ☐ No ☐

*Please refer to lists of relevant countries

Payment Details

Please note that the University will not be able to make payment unless this section is complete

Existing employees need not complete this section, and payment will be made into the bank account held on payroll against the employee number given above. If in any doubt about bank account details held, existing employees are requested to contact Payroll directly.

Name of Account Holder	
Bank/ Building Society Name	
Address	
Postcode	

Bank   Account   Number   (8   digits) [_____]   Sort Code (6digits) [_][_][_][_][_][_]

I hereby certify that the information I have given above is complete and correct.

Signed: _____   **Dated:** _____

Name: _____

CONTRACT INSTRUCTION FORM

This form **must be fully completed** in order for a contract to be issued.

EMPLOYMENT CONTRACT DETAILS

School or Department:	**School Subject Development Group or Sub-Department**:
Job Title (please tick as appropriate): ☐ **L** - Associate Lecturer (Grade Ac 2.1) ☐ **D** – Demonstrator (Grade 3.1) ☐ **F** - Food Service Assistant (Grade 1.3) ☐ **I** - Invigilator (Grade 1.3) ☐ **N** - Note taker (Grade 3.1) ☐ **S** – Scribe / Reader (Grade 2.1) ☐ **SI** – Senior Invigilator (Grade 2.1) ☐ **V** - Sessional Interviewer (Grade 2.1) ☐ **SR** - Student Roles (Grade 1.3) ☐ **UWS C** – Team UWS Coach (Grade 2.1) ☐ **SSA** – Study Support Assistant (Grade 3.1) ☐ **SD** – Skill Development Mentor (Grade 4.1)	**Has the Right to Work checklist been completed and all documents copied and verified?** YES/NO Is a Work permit required? YES / NO **IF YES – you must contact your HR Business Partner to carry out right to work check – employee should not work until the work permit is in place and right to work checks have been completed**
Appointment to commence: **Appointment to terminate**: If no end date is given the end date of the trimester will be applied. The appointment is to last no longer than 3 trimesters.	**Campus Location**: **Reporting Manager**: (name and job title)

Hours of work/week: (e.g. 3 hours/week)	**Number of weeks**:	**Total number of hours to be worked** (if known): (e.g. 39 plus 39 = 78 hours)

Reason for appointment: (this box must be completed before being sent to People & OD)

INDIVIDUAL'S DETAILS

Title:	Surname:	Other Names:
Address:		Home Telephone No: Mobile Telephone No: Email Address:
Is the individual currently employed by the University of the West of Scotland?		YES NO
If Yes, in what capacity?		
If Yes, please state the School or Department where the individual is currently employed.		
Is the individual a full time student?		YES NO

UKVI **Carry out checks as required by UKVI Prior to commencing work**	
UKVI – Sponsorship required? YES or NO:	IF YES, refer immediately to People & OD – the employee must not work until right of work has been checked
UKVI – Employers right to work checklist	Date Completed:
Date of renewal check (if appropriate):	Referred to HR Business Partner (if appropriate):

- <u>Prior to commencing work</u>, send the following to the department of People & OD original UKVI Employers Right to Work Checklist; verified copies of the documents checked (signed and dated to say originals have been seen including proof of NI number; CIF form; CV; qualifications (if appropriate) prior to work commencing.

- On receipt of the above, the department of People & OD will issue the individual with a contract and other related paper work needed for employment.

- School or Department must ensure that individuals are advised of appropriate School or Department procedures for signing off of time sheets and payroll deadlines that are applied in School or Department.

- The individual will be entered onto the Payroll as soon as all signed documents have been received by the department of People & OD.

FOR COMPLETION BY THE DEAN/HEAD OF/ DIRECTOR OF DEPARTMENT (or authorised signatory).

I verify the above details and consent to a contract being issued. I confirm that the costs associated with this appointment can be met from the budget stated below.	
Budget Coding to be charged to (Enter budget code in full i.e. 10 digits)	
Name of Dean/Head of/Director (or nominated authorised signatory)	
School or Department	
Does the individual have access to the UWS staff network with a UWS staff email account?	
Signed	
Dated	

FOR PEOPLE & OD USE ONLY:

Does the employee have right to work in the UK	Yes/No?
If yes please state expiry date of right to work permit	