

UniWorkforce Manager FAQ's

- UniWorkforce is the team that deal with casual work in the University. This includes temporary work and what was known as fees/casual.
- Anyone who wants to work for the University on a casual basis must have a **CASUAL WORKER PERMIT**. A worker cannot commence work without registering with UniWorkforce and being issued with a Casual Worker Permit. If anyone works without a Casual Worker Permit, this will be viewed as voluntary and they will not get paid for this work.
- The hiring manager, **MUST** see the casual worker permit before offering work as proof that the individual has the right to work in the UK and has undergone the necessary checks. The casual worker permit will also show any restrictions to working hours the individual may have.
- Annual leave will be paid on top of the hourly rate for casual workers.
- A timesheet must be submitted for the hours worked and is available on-line.
- An online staff request form must be filled out using the e-recruit system by the hiring manager.

General Information

1. What types of roles does this process apply to?

The process applies to all temporary and casual work assignments within the university. This includes, but is not limited to:

- Student Ambassador helping with Open Days and Campus Tours
- Research Assistance
- Administrative support functions
- Sports facilities
- Catering and cleaning services
- On-site Nursery
- Excel Internship Programme
- Exam Invigilator
- Individuals who do not meet the IR35 criteria

2. Why is this process mandatory?

It is a criminal offence to engage a worker who does not have the right to work in the UK. The law requires us to verify all workers' right to work in the UK before they start work, by checking and retaining copies of certain documents. This requirement applies to **ALL** workers, irrespective of their nationality and the type or length of the engagement.

3. I only need a casual worker for a few days. Why is it necessary to follow this process?

The law applies to all workers, irrespective of the length of the engagement.

4. How do I get access to eRecruit (Stonefish) recruitment system?

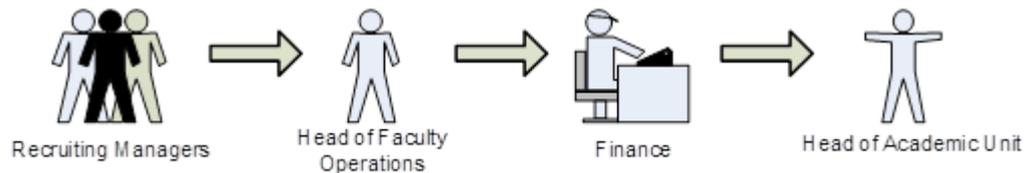
It's easy visit our webpage <https://www.southampton.ac.uk/hr/services/resourcelink-access-form/index.page> and follow the link.

5. I have never needed to use the eRecruit system before. Where do I begin?

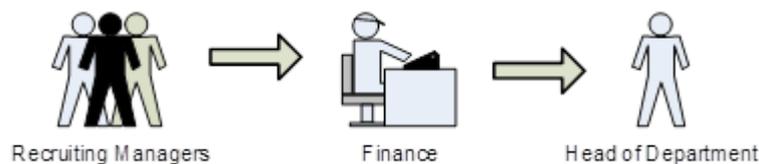
A comprehensive user guide is available on eRecruit, plus some videos on our website to help walk you through the form. [UniWorkforce Documents](#)

6. What's the approval chain for the casual worker request form?

Faculty based casual worker requests:



Professional Services based casual worker requests



7. My casual worker request has been authorised as above but the system says it's with HR. Is this holding it up?

No once the online casual worker request reaches HR (UniWorkforce) this is then being actioned. UniWorkforce will close the job down when all your workers have all registered or once the post had been filled.

8. What if I need to recruit a large number of workers – for instance to help with an open day?

You can request up to 30 casual workers on one request form. This can be 30 of the same type of person e.g. student helper at an open day or a mixture of different types of work. You must ensure that you provide anyone without a current Casual Worker Permit the casual worker request (job ID number) so they can provide this when registering with UniWorkforce. Please note that you must see the Casual Worker Permit before they commence work to confirm they have registered and completed the Right to Work Checks.

9. Can I use someone who I know can work legally but hasn't got a Casual worker Permit?

No you cannot. By law everyone who works for the University must have a right to work in the UK check completed by the University before any work can be carried out. If you use someone without seeing the casual worker permit you cannot be sure they have had the required checks completed. Therefore will be classified as volunteering and will not be paid. Seeing the casual worker permit is the only way you can guarantee your worker has completed the legal checks.

Remember **No Permit, No Work, No Pay.**

10. I have someone I want to offer work to but they do not have a casual worker permit what do I do?

If your named worker does not have a casual worker permit ask them to complete the UniWorkforce [registration form](#). You will need to give them the unique job request ID number (XXXX-XX) from the on-line staff request form, which they put on the registration form. They must then bring the registration forms along with their passport and BRP/Visa (if applicable) to UniWorkforce. Once all the checks are in place they will be emailed to say they can start the assignment and this will be copied to you as hiring manager to say they are ready to work. They cannot start work with you until they have fully registered with UniWorkforce.

Remember **No Permit, No Work, No Pay.**

11. How long does a Casual Worker Permit last for?

This will depend on the person's right to work check. For a UK/EU citizen there can be no end date. Visa holders will generally have an end date that matches their visa end date. For Tier 2 holders the Casual Worker Permit will only be valid for that piece of work as further checks will need to be made for any other work.

12. How quickly will a casual worker be issued a permit when registering?

When the casual worker registers with UniWorkforce they will be issued with their casual worker permit at that time. The permit will not have the pay reference number on it as this is generated when they are set up in the HR system. The worker and the hiring manager will be emailed once the worker is set up on the system and their payroll number given to them.

13. How quickly will a casual worker be set up on the system and given their payroll/casual worker permit number?

We try to set workers up on the HR system as quickly as we can normally this is within 2 weeks of registration. At times of peak registrations (i.e.) October this can take longer (up to 4 weeks in some cases). If you have seen the casual worker permit the individual can carry out the work, however they must be set up on the system to be paid.

14. How do I check Tier 4 student workers don't exceed their weekly hour limitation?

You will know if a worker is a Tier 4 student because you will have seen their Casual Worker Permit detailing any limitations. When they email you their timesheet for authorisation, check they have selected the correct Visa status and declared all hours they have worked (not just the hours you are paying them for), you also need to ensure they have not exceed their limit. If the hours exceed the limit send the timesheet immediately to UniWorkforce@soton.ac.uk for them to follow up.

15. I often recruit casual workers on behalf of someone else or another faculty, can I still do this?

Yes using the eRecruit system (Stonefish), select Casual Worker Request and simply ensure that you select the drop downs on the form for the relevant faculty/PSG, division and section, this ensures that workflows for the authorisation is correct. You can then manage any requests you have made through eRecruit. You will not be able to see other people's requests.

16. Our workers are not based on Highfield so how can we carry out the right to work check?

Where workers cannot come to Highfield to complete the registration due to working at a different location then you can complete the right to work checks yourself (see guidance

<https://www.southampton.ac.uk/hr/services/right-to-work/index.page>). You must ensure a copy of the original passport or documentation is taken and verify it, stating that the original documentation has been seen and certifying that this is a copy of the original with your name, signature and date. This can be attached to the on-line staff request or sent to UniWorkforce together with the [registration form](#) to set your worker up on the system and issue a Casual Worker Permit.

17. Our workers are not based on Highfield and so cannot come and collect their casual work permit.

In these cases we are able to either post the casual worker permit to the workers home address or to the office where they work. In these instances please speak to UniWorkforce who will make the necessary arrangements.

18. Does this apply to Postgraduate research (PGR) students who deliver teaching and demonstrating?

Yes it does apply as they are workers and being paid through the payroll on a casual basis. The same rules apply to them and so they must be fully registered and in possession of a casual worker permit before they can commence any work. It is vital that you ensure you are aware of any Tier 4 visa holders as they will have limitations on the number of hours they can work in one week.

19. Do I need to raise an Online Staff Request for PGR Student Demonstrators?

The budget for Demonstrators is planned each year in advance. As it is pre-approved there is no need to raise an OSRF. Each new PGR student who registers to be a Demonstrator will need to be given a pre-set job number to be entered on their registration form as UniWorkforce still need to know to set them up against the Demonstrator post. The job number for the next academic year is **DEMO 18/19** and will change in September of each year.

This applies to all faculties with *the exception of Medicine, who will continue to raise individual Online Staff Requests (OSRFs), in the normal way.*

This process is only for Postgraduate Research (PGR) Demonstrators who work under the Doctoral College scheme. All other roles must raise an Online Staff Request.

20. I have an undergraduate or PGT student who I want to help with doing some demonstrating, but the option is no longer available on the Online Staff Request.

Sometimes the University uses undergraduate or postgraduate taught students in a similar role to PGR Demonstrators where they help the academic member of staff. This is not a student demonstrator post as they do not work under the Doctoral College scheme.

Undergraduate or postgraduate taught students are called Student Helper – Academic Support and an Online Staff Request must be raised in the normal way.

21. My worker is already employed with the University on a permanent / fixed term contract. Do I need to see a casual worker permit for them?

This will depend on the type of work they are doing for you and if they are a visa holder.

If your worker is undertaking consultancy work in line with the Consultancy policy which allows up to 30 days consulting activity, they do not need to register with UniWorkforce, unless they are a Tier 2 visa holder. There are certain restrictions associated with the visa which must be checked before any work can commence.

For further guidance please speak to the UniWorkforce team.