

# UniWorkforce Casual Worker FAQ's

## What is changing?

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- UniWorkforce is the new name for 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 temporary or 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 all temporary / casual workers and will no longer be accrued.
- A new timesheet has been designed and this will be available on-line. This replaces the current timesheet for temporary workers **and** the fees requisition claim form for fees/casual workers.
- An online staff request form must be filled out using the e-recruit system by the hiring manager. This replaces the HR8 for temporary workers and the managers section on the Registration for Fees/Casual work.

## General Information

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

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

- Student Ambassador helping with Open Days and Campus Tours
- Student Demonstrators who are gaining teaching experience and fieldwork assignments
- 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'm an existing casual worker what do I need to do?

If you are already working on an assignment that was set up prior to 2 October 2017 then you continue to work in the same way. From October you need to claim using the excel [timesheet](#) available on the website.

If you are due to commence a new role you need to show your manager your Casual Worker Permit. Without this you cannot work so if you haven't received a casual worker permit yet check with UniWorkforce as your permit maybe ready to pick up.

#### **4. What is a Casual Worker Permit?**

A casual worker permit is a document issued to you by UniWorkforce when you register. This confirms to a hiring manager that you have completed the necessary right to work checks and are able to undertake work within the university. You will need to show your manager your permit before you commence work for them.

#### **5. 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. Anyone on a Visa will have an end date of 15 months or the visa end date, whichever is sooner. Students may have the end of their course as an end date. Some workers will have the end date of their assignment entered on their payroll record which will be reflected on the Casual Worker Permit.

#### **6. How quickly will I be issued a casual worker permit when registering?**

When you register with UniWorkforce you will be issued with your casual worker permit at that time. The permit will not have the pay reference number on it as this is generated when your record is set up in the HR system. UniWorkforce will email you and the hiring manager once you are set up on the system and your payroll number will then be given to you.

#### **7. How long will it take to get my 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 your casual worker permit you can carry out the work.

#### **8. I am not based on Highfield and so cannot come and collect my casual work permit.**

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

#### **9. I am a Postgraduate students delivering teaching and demonstrating does this apply to me?**

Yes it does apply. The same rules apply to all workers being paid through the payroll on a casual basis. You must be fully registered and in possession of a casual worker permit before you can commence any work. If you are a Tier 4 visa holder it is vital that you ensure you work within your limitations stated on your visa.

#### **10. As a casual worker I normally have to register every time I start a new job. Do I still need to do this?**

No, once you have registered and received your Casual Worker Permit you are able to undertake work for the University within any limitations stated on the permit. For most people you only need to show your right to work documents once. However, you must show your Casual Worker Permit to the hiring manager as proof you have registered with UniWorkforce and completed the right to work checks. You cannot commence work without a Casual Worker Permit, if you do any work without being issued a casual worker permit from the 1<sup>st</sup> October, it will be classed as voluntary and you will not get paid.

### **11. I haven't worked for 6 months and my record has been closed. What do I need to do?**

If you haven't worked for 6 months your record may be closed but we can reactivate it for you if you are offered work. Simply complete the [registration form](#) detailing the job request ID number which your manager will need to give you and send it to UniWorkforce.

### **12. How do I claim payment for the hours I've worked?**

Complete the excel [timesheet](#) and email it to your manager/supervisor. Your working time will be checked and authorised before your manager / supervisor sends it to payroll. For those workers working within the faculties please note your timesheet will also be authorised by faculty finance before being sent to payroll to for processing.

If you are being paid a fixed or sessional rate please complete [timesheet fixed rate](#)

For help on completing the timesheet please refer to the instructions tab.

### **13. When do I get paid?**

Casual work is claimed for on a monthly basis and paid at the end of the following month. For example each month there is a claim period (i.e.) 2<sup>nd</sup> -29<sup>th</sup> October, any work carried out in this period will be paid at the end of November. For confirmation of dates please refer to the [Timesheet Submission Dates](#)

### **14. How long can I claim payment for?**

Claims should be submitted on a monthly basis as close to the time that the work was carried out as possible. Claims that are older than three months will not be valid and may not be paid.

### **15. How does the timesheet authorisation work?**

Timesheets no longer need a physical signature therefore once you have filled out your timesheet you must email it to your hiring manager / supervisor.

The authorisation process for timesheets are as follows:

Faculties:

- Worker fills out timesheet and emails to hiring manager / supervisor
- Hiring manager / supervisor checks and authorises timesheet and sends to faculty finance
- Faculty finance completes checks and forwards to payroll for payment

Professional Services:

- Worker fills out timesheet and emails to hiring manager / supervisor
- Hiring manager / supervisor checks and authorises timesheet and sends to payroll for payment

### **16. What are the payroll deadlines?**

Payroll deadlines are approximately 7 working days after the end of the claim period. For exact dates please click [here](#)

### **17. How does my holiday entitlement get paid?**

For individuals paid an hourly rate holiday entitlement will be paid as part of your claim and shown on your payslips as a line for holiday pay. If you previously took paid time off you now take unpaid time off as you have been paid ongoing as part of your claim form.

Holiday entitlement is based on the equivalent of 5.6 weeks' (28 days) leave per year including public holidays. As a casual worker you are not entitled to University Closure days.