Uni*Workforce*

Higher Education Sector checklist – International workers

Uni*Workforce* casual worker checklist for overseas working

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|  | **1. Background information about the individual** |
|  | **1.1.** | **Name** |   |
| **1.2.** | **Date of Birth** |   |
| **1.3.** | **Nationality** (If dual national, please provide details) |   |
| **1.4.** | **Marital status** |   |
| **1.5.** | **Home country** (and State/Province/Canton, if applicable) |   |
| **1.6.** | **Overseas Country (i.e. host country) where individual will be working** |   |
| **1.7.** | **Expected start date in overseas location / start of international working arrangement?** |   |
| **1.8.** | **Where has the individual been living for four years prior to arrival in overseas country? Please provide an estimate percentage of time spent working and living in countries other than home country (if applicable)** |   |

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|  | **1. Individual’s contact details** |
|  | **2.1.** | **Email address** |   |
| **2.2.** | **Address** |   |

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|  | **3. Current employment details** |
|  | **3.1.** | **Current role, including details of main work activities performed** (e.g. research, teaching) |   |
| **3.2.** | **Employing entity** |   |
| **3.3.** | **Which payroll is used to pay****the employee? (**E.g. UK, overseas) |   |
| **3.4.** | **Where does the employee receive their salary?** (e.g. UK/overseas bank account) |   |
| **3.5.** | **When did the individual’s employment commence for the University?** |  |
| **3.6.** | **Does the individual work full time for the University?** (If not full time, please provide details of other current employer(s) or self-employment) |   |
| **3.7.** | **Is the individual a member of the University pension scheme? If so, please provide details?** |   |

Basic information required for review of income tax and social security obligations

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|  | **4. Proposed international working arrangement** |
|  | **4.1.** | **Is this a secondment / fixed term or permanent post?** |   |
| **4.2.** | **What is the expected duration of assignment / international working pattern?** |   |
| **4.3.** | **When did the overseas activity start?** |   |
| **4.4.** | **Will the individual be accompanied by their spouse/partner/children?** (If so, what date will they arrive in overseas location?) |   |
| **4.5.** | **Is the individual undertaking duties for the benefit of any other third party?** (i.e. overseas Joint Venture/Institute/Other University?) If so, please specify |   |

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|  | **4. Proposed international working arrangement** |
|  | **4.6.** | **Proposed role to be undertaken and type of work performed? (**E.g. teaching, research) |   |
| **4.7.** | **Which entity will employ the individual?** |   |
| **4.8.** | **Where will the individual receive their salary?** (i.e. UK/overseas bank account) |   |
| **4.9.** | **Which entity bears the cost of the employment?** |   |
| **4.10.** | **Whilst working overseas, please provide details of expected travel arrangement.** (Please include expected % split in each locations, including State/Canton/Province where applicable, purpose of visits (work/personal)) |   |
| **4.11.** | **Will any additional allowances/subsistence/ flights/accommodation benefits etc be paid to the individual whilst working overseas?** If so, please provide details |   |
| **4.12.** | **If the individual has been overseas for > 12 months has the individual filed tax returns in their home (or overseas) country in the last three years? If yes, please provide details outlining how their University income has been reported?** |   |
| **4.13.** | **Will the individual or the University be responsible for any additional tax/social security costs of the international working arrangement?** |   |
| **4.14.** | **At the end of the period working overseas, is it expected that the individual will return to their home country?** |   |
| **4.15.** | **Is work funded by a grant?** If so, please provide details |   |
| **4.16.** | **Will the individual remain in home country pension?** |   |
| **4.17.** | **Does the individual have a permit/visa for entry into the overseas country? If so, please provide details of the visa/work** |   |

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|  | **4. Proposed international working arrangement** |
|  |  | **permit obtained and dates valid to/from** |  |
| **4.18.** | **Will the individual work for any other employer(s) during the period working overseas? If so, please provide details** |   |

Basic information required for review of Permanent Establishment position

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|  | **5. Overseas activity/collaboration** |
|  | **5.1.** | **In which country is the activity taking place?** |   |
| **5.2.** | **What is the activity****being undertaken in the overseas location and who will benefit?** |   |
| **5.3.** | **Is there a contract to which the activity relates? If so, please provide a copy** |  |
| **5.4.** | **Will the individual be signing or negotiating contracts as part of the international role on behalf of the University?** |   |
| **5.5.** | **Where will the employee be based in the overseas location when performing their work?** (E.g. home/another University etc) |   |
| **5.6.** | **Are there other individuals/activities being performed in the same country?** |   |
| **5.7.** | **Does the University have any premises, offices or other space available in the host country?** |   |
| **5.8.** | **Is the University receiving income from the overseas activities?** |   |
| **5.9.** | **Does the University have an existing overseas entity or branch in the overseas country?** |   |

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|  | **6. Authorisation for overseas activity/collaboration**  |
|  | **6.1.** | **Insurance services** | Dominic Kirby djk1y12@soton.ac.uk Head of Insurance Services (Heath, Safety & Risk) |  |
|  | **6.2.** | **Finance** | Julian White jnw1y19@soton.ac.uk Head of Financial Accounts & Compliance |  |
|  | **6.3.** | **Payroll** | Kully Bhakar ksb2c21@soton.ac.uk Senior Payroll Administrator (International). |  |