

Guidance on Engaging Casual and Ad Hoc Workers

UK Campuses
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INTRODUCTION – PRINCIPLES

The University is committed to fair employment and will only use casual worker/hourly paid arrangements where these are appropriate and in line with the definitions and parameters set out in this document. More generally the University is committed to engaging all those who work for it on the most appropriate contract and for the avoidance of doubt, the University does not use zero-hours employment contracts. Further information is available in our Global Employment Framework

This Guidance is applicable to all casual and ad hoc hours appointments made in the UK or where work is to be carried out in the UK. For the engagement of ad hoc appointments to work in Dubai and Malaysia, , please consult the relevant HR Manager for advice on local laws and procedures.

The University may use casual worker arrangements in the circumstances set out in Part 1 below. Individuals working under such arrangements will be free to accept or decline any work offered and the University is not under any obligation to offer work. However, when doing so, as much commitment as possible will be given to individuals, setting out the likely levels of work that may be available.

The University is committed to providing its post-graduate students with the opportunity to contribute to the work of the University by carrying out tutoring or demonstrating as part of their early career experience. Such work will typically be offered on a casual worker basis.

Except in the circumstance of providing short-term cover, the University will not use casual arrangements to fill regular established positions which would otherwise be offered on a standard employment contract, be it either fixed term or open-ended, part or full time.

Prior to scheduling any work on a casual basis, the appropriate internal authorisation must be obtained and a full Right to Work check must be conducted by member of the HR Directorate. Where individuals are working under the terms of a Visa, these must be understood and followed. If in any doubt advice should be obtained from the HR Directorate prior to work being scheduled, by contacting casualrecruitmentuk@hw.ac.uk

Offering and scheduling work without the appropriate authorisation and checks puts the University at risk and may result in action under the University Disciplinary Procedures.

PART 1 – CASUAL WORKERS

Introduction

The purpose of this Guidance is to set out a consistent approach to the engagement of short-term casual workers across all Schools and Services and which complies with appropriate legislation.

Prior to engaging casual workers, managers must first discuss the requirements internally to ensure budget is available then contact the HR Directorate via the HR Recruitment Team to determine if this type of worker arrangement is appropriate – casualrecruitment@hw.ac.uk

The university occasionally requires engaging temporary staff to deliver specified pieces of work that may be:

- very short-term in duration
- ad hoc as a need arises
- no ongoing defined hours but a one-off piece of work to complete
- occurring periodically but very short-term in nature
- low numbers of hours linked to supporting undergraduate teaching (e.g., demonstrating/tutoring)

As a rule of thumb, work which is temporary and relatively ad-hoc, less than 7 hours per week (0.2 FTE) may be offered and paid for on a casual worker basis. The only exception to this may be to provide short-term cover for a critical role due to sickness or resignation. However, such arrangements should

still be short- term in nature and any extended period of cover should be offered on a fixed term employment basis.

Casual and ad hoc hours engagements are defined by law as “workers” and are therefore entitled to certain benefits such as holiday pay and in some circumstances, access to a pension scheme. See section 3 for further information and guidance on how to calculate pay and holiday pay

When to use Casual/ Ad Hoc Hours Engagements

If the work to be carried out falls into one of the following categories, an offer of hours on a casual engagement basis is likely to be appropriate.

- Offer of work under 7 hours per week for a short period of time.
- Discrete pieces of work for a specific period of time or ad-hoc hours which will be offered occasionally
- One-off pieces of work e.g. 3 days (21 hrs) over 2 weeks which is unlikely to be repeated or 4 hours per week over 7 weeks (28 hours).
- A flexible agreement which guarantees some work for a discrete and finite period of time but where a minimum number of hours cannot be guaranteed
- Occasional ad hoc work with irregular time commitments, paid for each piece of work undertaken, e.g., student helpers for open days.

It is usually the case that a minimum or average number of hours is offered for each occasion and the hours are claimed for payment via timesheet. All timesheets must be approved by the hiring manager before being processed.

NB: Some individuals may request to be paid via invoice and without the deduction of tax. It is highly unlikely that such an arrangement will be appropriate for roles supporting the day -to-day work of the University. The only exception to this may be External Examiners who are examining Post-Graduate Research Students (e.g., in a Viva) and who may be able to claim payment as a supplier or choose to be paid through Payroll. In all cases, advice should be sought from HR who, with support from the Procurement Team, will carry out appropriate Employment Status Checks via HM Revenue & Customs. Even where casual workers are able to be paid via invoice, it remains likely that the individual will be classed as employed for tax purposes and any payments made via Payroll accordingly.

Table 1: Examples of the type of work that may be carried out by casuals and/or on an ad hoc hours basis

<u>Learning & Teaching Support</u>	<u>Professional Services Support</u>
Demonstration & tutoring/teaching assistance	Conference and special events catering
Delivery of specified teaching modules	Student Ambassadors/Graduation Choir/Student Helpers
Delivery of one-off lectures	Staffing phone lines for, e.g. Development & Alumni events
Invigilating	Library Shelf Stacking
Marking Exam Papers, conducting Vivas and external examiner duties	

Any work offered must be paid at the appropriate hourly rate for the role. Generic role descriptions are available for the roles most commonly offered on this basis and advice should be sought from Reward team for help at reward.wellbeing@hw.ac.uk with regard to the appropriate rate for other roles. (see Part 2 below)

Any work offered for Professional Services casual work, may be supported by Unitemps who operate on the Edinburgh Campus and offer a wide range of opportunities to students for short periods of work.

Examples of the type of work that should not be carried out by casuals or on an ad hoc hours basis is work as follows:

- More than 0.2 FTE (i.e., at least 1 day per week) for any extended period,
- Maternity/paternity/adoption/shared parental leave cover
- Long-term sickness absence cover
- Backfill for secondments (whether within HWU or to an external organisation)
- Research work associated with a Grant unless genuinely ad-hoc in nature
- Work that would otherwise be filled by an employee i.e., a job even if temporary in nature.

The default position is to employ the individual on a **fixed-term contract of employment** for the specified period. Full employment terms and conditions will apply. See the [Fixed Term Policy](#) and [Fixed Term Procedures](#) on the [HR Policy Web Page](#) for further detail.

Approval for recruitment and employment on fixed term contracts must be obtained via VMG following the Hiring Manager raising a request via the VMG workflow which can be found by going to [Vacancy Request \(sharepoint.com\)](#)¹. Similar approval must also be obtained to cover gaps prior to a vacancy being recruited. In most cases such circumstances will result in a fixed term employment contract being offered.

Summary of Key Points to consider when engaging casual and ad hoc hours staff

- Prior to offering any work on a casual basis approval must be sought from the budget holder and appropriate procedures followed (see Part 3 below)
- There is no obligation on the part of the University to offer work to any casual worker either on a one-off, continuing or repeat basis.
- There is no obligation on the individual to accept the work offered on each occasion but if it is accepted, the individual must perform the work in person.
- Learning and Teaching engagements must be appointed from the Approved Tutor, Approved Teacher, Approved Demonstrator and Approved Marker lists held by Academic Registry. However, being confirmed as an Approved Tutor, etc., does not in itself mean that any work may be assigned or carried out until the appointment has been approved and the appropriate Right to Work Check carried out and confirmed.
- Right to Work checks **must** be carried out prior to work starting and any visa restrictions in terms of hours worked or type of work to be carried out **must** be observed
- All work, whether a one-off payment for a discrete piece of work or based on a number of hours over a period of time, must be submitted via a timesheet to Payroll to be paid on a PAYE basis
- Payment for work must be on the basis of equal-pay-for-work-of-equal-value. The hourly rate must be at least equivalent to the Real Living Wage and match the appropriate rate for similar (like) roles within the University as per the agreed casual rates of pay (see Section 2). If the work cannot be identified from the casual workers rate table, please contact a member of the Reward team for help at reward.wellbeing@hw.ac.uk
- If an individual has previously worked for Heriot-Watt University but left under a Settlement Agreement for any reason, they are normally prohibited from re-engagement as an employee or casual worker for a period of 5 years. Contact HRhelp@hw.ac.uk to check if this clause applies to an ex-employee.
- If you are an employee of Heriot-Watt University you should not be taking up any form of casual assignment. Any concerns around this can be addressed to the Head of Recruitment at g.anderson@hw.ac.uk

PART 2 – HOURLY PAY RATES AND JOB DESCRIPTIONS

GENERIC JOB DESCRIPTIONS

Grades and generic job descriptors for casual work can be accessed by contacting the HR Recruitment Team – casualrecruitmentuk@hw.ac.uk

¹ Internal access only
Guidance – Engaging Casual Workers Oct 2020 updated April 2024

AGREED HOURLY RATE

The rate of pay appropriate for the work

Rates of pay for the work offered must be consistent with the University's current pay and grading structure and grading standards. As a minimum the Real Living Wage must be adhered to for all roles.

All staff engaged on a casual basis will be paid at the entry level of the relevant grade. The hourly rate of pay will increase in line with the annual uplift applied to the national pay spine.

It is recognised that there may occasionally be a need to offer some types of work at a higher hourly rate, but to protect the integrity and fairness of the University pay systems and to demonstrate equal pay for work of equal value, prior to offering an hourly rate above the minimum of the appropriate grade, advice should be obtained from a member of the HR Reward and Wellbeing team

reward.wellbeing@hw.ac.uk

Agreed Rates and allocation of hours

All work should normally be offered on the basis of a number of hours and generally not as a fixed fee for a piece of work. Some exceptions to fixed fees can be discussed by contacting the HR Recruitment Team at casualrecruitmentuk@hw.ac.uk. The number of hours offered should therefore make an allowance for tasks such as preparation and marking. It is recognised that this may vary but the guidance below is provided to ensure a fair and transparent framework within which all departments are expected to operate. (See Table 3)

Table 2 below outlines the list of agreed rates payable for casual work which should be applied at all times. Please note that all prep, marking and administrative time will be payable at the same rate applicable to the type of work being undertaken i.e., teaching staff will be paid the same hourly rate for any time spent on prep, administration, tutoring or marking.

Teaching & Tutorial Staff - For hourly paid colleagues engaged in learning, tutoring and graduate teaching related activities, this includes being paid agreed appropriate time for preparation, administration and marking *in addition* to their teaching or class contact time.

The table below provides guidance regarding the amount of time which should be applied to a range of teaching/tutoring and teaching support related activities for which payment should be processed at School/Service level accordingly.

For **Learning and Teaching activities**, the agreed grades and level descriptors for Teaching Assistant and Assistant Professor should be followed. Grade 8 is the maximum salary level payable on the basis that the higher grades require responsibilities for course leadership, which are not appropriate for casual or ad-hoc hours teaching commitments.

The maximum salary will also apply to former employees of Heriot-Watt University who are re-engaged to carry out specified teaching duties, regardless of the grade or salary on which they were employed at the time of leaving the University. Hence a former Professor (or Professor of a different institution) should not typically be paid at a Grade 10 level for carrying out ad-hoc tutoring or marking cover which would otherwise be offered at Grade 7.

Demonstrators – Payment for demonstrating related work and any other exceptional activities is based on actual hours worked and the nature of this work does not normally involve significant preparation, administration etc.

For **Professional Services roles**, the hourly rate should match the nearest grade and level descriptor to the work being undertaken. This will usually match a specific role or job description but if the work required is only a part of a standard office or campus services role, please seek advice from the Reward team for help at reward.wellbeing@hw.ac.uk, for the most appropriate rate to pay. In all circumstances, at least the current Real Living Wage should be paid.

Specialist Skills and Market Supplements

There may be occasional circumstances where casual or ad-hoc hours staff with specialist skills and knowledge are essential for the piece of work to be carried out. In such cases, and where the maximum University rate is uncompetitive in a wider labour market, the University may consider paying market supplements. Such arrangements should be discussed with the Reward team and will require the approval of the Vacancy Management Group prior to offering or paying for the work in order to maintain equal pay for work of equal value commitments. Such approval may be obtained via VMG email consensus. In all cases the work must be offered as a number of hours which will then be shown on the individual's pay slip.

Table 2: Grades/Hourly rates

Type of Work	Hourly Rate of Pay / Equivalent Grade Entry Level*
ACADEMIC	
Teaching Staff	Grade 7, Spine point 28
Tutor	Grade 5, Spine point 16
Demonstrator/Lab Helper/Tutorial Assistant	Grade 5, Spine point 16
PROFESSIONAL SERVICES	
Clerical Support	Grades 2-4 depending on level of clerical activity
Student Ambassador	Grade 2, Spine point 4 – will rise to £12 from April 1 st (Real Living Wage)
Student Helper	Grade 2, Spine point 4 – will rise to £12 from April 1st (Real Living Wage)
Open Day Helper	Grade 2, Spine point 4 – will rise to £12 from April 1st (Real Living Wage)

The HWU UK salary scales (with hourly rate included) can be found at this link [UK Salary Scales](#)

A 12.07% uplift is applied to each hourly rate for holiday pay, which is effectively paid in lieu recognising that each assignment carried out may be the last one worked. This will be applied by payroll on receipt of authorised timesheets indicating hours of work and hourly rate per activity. A calculation for holiday pay should not be included in timesheets; however Schools should include this in their budget costs for casual workers.

Table 3 Guidance on the allocation of hours for work carried out

Time Allocation	Rate
Contact time	All scheduled time for teaching or demonstrating should be paid at the normal hourly rate i.e. as actual time.
Preparation Time	Up to 30 minutes per hour of teaching/tutoring contact time is payable for preparation relating to tutorials. It is also recognised that such time may also be allocated to administration and/or student support as well as preparation. It is important that preparation time is reduced accordingly for repeat courses and where little or no preparation may be required. Demonstrator roles do not typically require preparation time however, if attendance in the lab is required ahead of the session this time should be credited and claimed as actual time.

Development of teaching materials	The amount of time allocated for developing a lecture / course / programme will vary but should be based on the local practice for workload modelling. Time allocation may increase for development of an entirely new syllabus or decrease for updating an existing syllabus. The allocation of such work to a casual worker and the level of hours to be offered, must be approved in advance by the Head of Subject/Budget Holder or relevant Senior member of Academic Staff.
Marking	Time allocated for marking should be based on the average number of scripts to be marked per hour and not on the actual time spent. It is recognised that some individuals may take slightly more or less time, but time should be based on the average. Scripts marked per hour may vary between disciplines and the level of complexity involved i.e. basic assessment papers will require less marking time than dissertations and subsequently an adjustment should be made to the average time. Clear marking guidelines should be provided and the hourly rate consistent across the various Schools/Directorates.
Training/ Attending Meetings	Allowance should be made for attendance at department meetings (typically paid in units of 30 minutes). Similarly, casual workers should be paid if they are required to attend training courses. Class based training should be paid at the standard hourly rate for the time (usually in units of 30 minutes) whilst an average typical amount of time should be allocated for on-line e-learning.

Where the number of hours to be allocated is not clear advice should be sought from the Director of Learning and Teaching and Head of Subject who are responsible for the fair and consistent allocation of time. The Head of Administration should also be informed from a budgeting perspective.

PLEASE NOTE: All time spent on preparation/administration and marking duties should be agreed in advance based on the work being allocated. Each activity should then be entered as a separate entry on the timesheet alongside the actual contact time to assist in monitoring approved time worked.

Fixed-Fee Payments for Casual Work

A single “fee” may be paid as a one-off payment for casual work such as external examiners, where one payment is made regardless of the number of hours worked. However, under HMRC rules, this payment must also be shown on the timesheet and the payslip as hours.

Academic Quality and Payroll have agreed a “designated” hourly rate to be used purely for timesheet/HMRC purposes:

External Examiners: Fee Structure

Number of Graduating Students Examined (FTEs)	Fee	Hourly Rate	= No of Hours
1-20	£500	Grade 9, Sp 44	15.7
21-100	£750	Grade 9, Sp 44	23.6
101+	£1000	Grade 9, Sp 44	31.4

Chief External Examiners: Fee Structure

Number of Graduating Students Examined (FTEs)	Fee	Hourly Rate	= No of hours
1-100	£1000	Grade 9, Sp 51	27.5
101-200	£1500	Grade 9, Sp 51	41.2
201-300	£2000	Grade 9, Sp 51	5 5
Plus £250 for every additional 50 students or part thereof		Grade 9, Sp 51	6.9

Timesheets for External Examiners

When you put through a timesheet for an External Examiner where a set fee is payable, please use the appropriate hourly rate of sp 44 or sp 51. Holiday pay (at 12.07%) is included in the above hourly rate and no separate uplift will be applied. As with hourly rate payments, no holiday pay should be included in the timesheet; Payroll will administer the payment.

You should apply a similar nominal rate for **PGR External Examiners** who are paid a set fee as their hours worked will also need to show on their payslip and therefore a nominal rate which is inclusive of a 12.07% uplift for holiday pay, as set out above will also need to apply.

If your School operates a different fee structure, please contact Maggie King in Academic Quality for further advice.

It is important to remember that it is the set fee that is constant; the hourly rate is a “false construct” for HMRC purposes. If an external examiner works many more or many fewer hours than this hourly rate might imply, the set fee and hourly rate does not change. It is very unlikely that the amount of time taken to carry out the work will fall foul of the minimum wage. The hourly rate, which is inclusive of holiday pay for HMRC purposes, where a fee is paid, the payslip will show this as two elements: holiday pay and fee pay which make up the total value of the fee paid.

Annual Leave –Entitlement for Casual Staff

Casual Workers are entitled to the statutory annual leave entitlement, based on a pro rata of 28 days per annum. The payslip should reflect the element of pay received as accrued holiday.

The annual leave hours accrued will be paid monthly or at the end of the engagement whichever is earlier.

No allocation for annual leave should be added to timesheets. This will be applied at payroll on approval of completed timesheets and calculated at 12.07% of the total hours worked in each engagement or month.

Access to Pension Schemes

NEST is available to all casual workers who meet the Eligible Job Holder Criteria. For further details please contact payrollhelp@hw.ac.uk.

PART 3 - RECRUITING CASUAL WORKERS

The relevant Executive Dean or Director of Professional Services and their Finance Manager are normally expected to approve the use of their budget for this purpose. Such approval may be delegated but no offer of work may be made without the appropriate approvals. Note that VMG approval is required to fill an established role with a temporary casual worker arrangement.

If the role is not on the list of those typically offered on a casual basis advice must be sought from HR in regard to both the appropriateness of the use of a casual arrangement and the appropriate grade for the role. This should be sought prior to advertising/recruiting for the work.

Engaging Students – Visa restrictions

As noted above, many such casual roles may be carried out by students. Students from overseas may have strict limits on the number of hours they may work. Typically, those on Student (formally Tier 4) Visas **must not** work more than 20 hours in any week, including any unpaid work, across all employers.

Given the context in which casual work is offered and controlled (i.e. low numbers of ad-hoc hours) this should not typically occur; however these requirements must be adhered to at all times and any manager offering work to such students must ensure that fulfilling this work would not result in a breach of these restrictions. The Student also shares in this responsibility, is required to complete a declaration form and **must not** accept any work that would result in such a breach. Full details are set out in Part 3 below.

Offer of Casual Work to PhD Students

Where the levels of available work permit, all current PhD students should have the opportunity to undertake teaching opportunities as part of their scholarship/career development opportunities. Students will normally be in their second or third year of full-time study or third to fifth year of part-time study.

They will therefore normally have completed at least one year (full time or part time) of study by the time teaching/demonstrating begins.

Schools will advertise tutoring / demonstrating work which is expected to be of interest to current PhD students in at least the relevant Subject Area in order to give all eligible students equal opportunity to apply.

The relevant job description for the casual work will normally be included in the invitation to apply and will be based upon the available generic job descriptions. Similarly, Professional Services will arrange for work opportunities suitable for students to be advertised appropriately.

Each School/Professional Services Directorate will ensure that a fair and transparent selection process is carried out for each role as per the University's recruitment and selection guidelines and that candidates are assessed appropriately to ensure suitability for the work being offered. The hiring manager must ensure that full Right to Work checks are carried out by a trained administrator or member of HR prior to any work being scheduled. Additionally, a standard letter of engagement should be issued indicating as far as possible the level of work that is likely to be offered (See below).

Payment for work will be based on hours worked and in accordance with the hourly rates set out in table 2 & 3 above (see Part 2).

Multiple Assignments – Casual Workers on multiple assignments where hours per week are more than 7 will be monitored both for Student Visa restrictions (as per below) and in general where longer hours may be impacting work expected from PhD Students in terms of their other commitments.

Students on a Student Visa

Students on a Student Visa may ONLY carry out a maximum of 20 hours per week during term-time of any and all work. This includes students engaged on a 10-hour per week Warden contract, who may also be marking and demonstrating, and others who may work elsewhere outside of the University. The 20-hour limit is absolute and not an average and it includes unpaid work as well as paid work. In addition, there are different rules and restrictions in relation to the definition of "term-time" and "holiday" for different types of student. Please refer to the [Guidance for Working on a Student Visa](#) for clarification on when a student on a Student Visa can work more than 20 hours per week.

Please be mindful when allocating work, any work that attracts a payment for prep and marking time e.g. Teaching/Tutoring. For example, a 1-hour lecture where prep and marking time equates to 5 hours paid time. A student on a Student Visa doing NO OTHER work in a week could only deliver 4 lectures before being in breach of their visa.

On confirmation of an offer of casual work

A New Staff Details form (Casuals and External Examiners):

<https://www.hw.ac.uk/uk/services/docs/hr/policies/new-start-form-casuals-external-examiners.docx>

will be sent by the HR Recruitment Team to the new start for them to complete and return.

If the casual has worked before but any of their personal details, including address, bank or visa documents have changed, they should complete a new form or update their old one

The Right to Work and Qualifications documents should also be presented and checked – see sections below.

Carrying out Right to Work Checks

Under the Asylum and Immigration Act 2006, ALL offers of work, whether paid or unpaid, must not be paid for, nor the work started until the employer has carried out the appropriate check to ensure the individual has both the right to work in the UK and is eligible to carry out the work being offered.

The HR Recruitment Team will carry out the relevant checks but for further details about the importance of such checks, see the Right to Work Checks Guidance on the [HR Policy Web Page](#) under “Immigration and Right to Work”

The HR Recruitment Team will also ensure that any casual worker who is on a Student Visa completes the form at this link BEFORE starting the work: [Student Visa Work Declaration Form](#)

The Right to Work check must be carried out by a member of the HR Directorate and full documentation uploaded on to the HR system along with the relevant declaration forms.

Qualifications

Prior to the work starting, the manager offering the work should ensure that the individual can demonstrate s/he holds an appropriate qualification for the work in question, if such a qualification is required (for example, Teaching Qualifications, Hygiene Certificates, etc.).

When offering learning and teaching work, the Tutor, Teacher, Marker or Demonstrator must be on the University’s Approved List. For full details see the guidance on Academic Registry webpage: <http://www1.hw.ac.uk/quality/approved-teachers.htm>

However, it is important to note that receiving confirmation of being on the Approved List does not, in itself, mean that assignments can be offered and the work started. The manager assigning the work must contact the HR Recruitment Team ahead of any proposed start date so that the relevant Letter of Engagement and Right to Work etc checks may be carried out prior to the assignment starting.

PVG (Protecting Vulnerable Groups) checks

If you believe that a temporary role may involve working with protected and/or vulnerable groups, whether paid or unpaid, please discuss with the Recruitment team. They will clarify with you if a PVG check will be required PRIOR to work commencing. The Protecting Vulnerable Groups (PVG) scheme is managed and delivered by Disclosure Scotland.

Criminal Convictions

All necessary criminal conviction checks will be undertaken by HR prior to commencement of any casual engagement.

When offering learning and teaching work, the Tutor, Teacher, Marker or Demonstrator must be on the University’s Approved List. For full details see the guidance on Academic Registry webpage: <http://www1.hw.ac.uk/quality/approved-teachers.htm>

PART 4 – TERMS AND CONDITIONS OF ENGAGEMENT

When offering work on a casual basis HR Recruitment will ensure that a letter is issued to the individual being offered the work outlining the work on offer, the commitment (expressed as full-time equivalent wherever possible), the length of the arrangement/requirement for work and the associated remuneration including reference to the calculation for accrued holiday pay. Line Managers must not permit work to start until HR Recruitment confirms that the letter has been issued.

Induction

The manager offering the work is responsible for ensuring that clear guidance and instruction is provided to the casual worker along with any necessary briefing or training.

The manager offering the work should ensure that the individual is taken through emergency procedures and basics for health and safety on the first day.

Additionally, the manager should ensure that the individual has read and understood any risk assessment in place, which is related to the work s/he is undertaking. For further help and advice on H&S matters, please contact Safeguarding Services at HealthandSafety@hw.ac.uk

If the casual worker requires IT access as an essential part of the role, the manager should also ensure the casual has read and understood the "IT Acceptable Use Policy" which can be found here: <http://www.hw.ac.uk/documents/it-communications-facilities-acceptable-use.pdf>

Part 5 – Sample New Staff Details and Declaration Forms

New Staff Details – All Categories of Worker

All fields on this form are mandatory and MUST be completed for payroll purposes and to allow the University to complete various anonymous statutory returns and/or to comply with legislative requirements.

See Note A for our Fair Processing Statement.

* delete as appropriate

Personal Details

Title	Prof/Dr/Mr./Mrs. /Ms. /Miss/Lady/Lord/Sir/Reverend*
Last Name/Family Name (please highlight your Family name)	
First Name(s)	
Address (UK address preferred)	
Post Code	
Date Of Birth (DD/MM/YY)	
National Insurance number	
Have you previously been employed by Heriot-Watt University?	Yes/No*
If 'yes,' what dates were you employed? (if known)	
What was your HWU Employee No.? (if known)	

Bank Information

Bank or Building Society Name	
Branch	
Sort Code	
Account Number	

HESA Information

What is your Highest Educational Qualification	
Have you previously been employed by another HEI in the UK	Yes/No*
If 'yes,' what was the most recent HEI you were employed by?	
If 'yes,' what is your HESA number? (if known)	

Eligibility to Work in the UK

Please note that we need to verify your passport, together with Visa/Biometric Card if required to satisfy UKVI requirements. We are unable to commence employment and pay salary until we have seen the original documents or verified them via an online share code. (Please see our [Right To Work Checks Guidance](#) and Note B for further details on suitable evidence required to provide proof of eligibility).

If your eligibility to work is based on a Student Visa (previously Tier 4 Visa) you must not work more than 10 or 20 hours per week during term time for any employer. This includes work carried out under a contract/s of employment, casual work, overtime, and unpaid /voluntary work.

Passport Country / Nationality	
Passport Number	
Issue Date (DD/MM/YY)	
Place of Issue	
Place of Birth	
Expiry Date (DD/MM/YY)	

Visa Details (for non-UK or Irish Nationals)

Type of Visa Held	
Visa Number	
Issue Date (DD/MM/YY)	
Expiry Date (DD/MM/YY)	
Place of Issue	
Issuing Authority	

Personal Declaration

I confirm that the above information is, to the best of my knowledge correct and complete.

Print name	
Signature	
Date (DD/MM/YY)	

Note A – Fair Processing Notice: How Heriot-Watt University uses your information

Heriot-Watt University is a public authority with a number of legal duties placed upon us to ensure that we eliminate unlawful discrimination and promote equal opportunities. To help us meet these duties we are collecting information about our service users to help us plan activity for improving our services. Under various Data Protection Acts, the information you give us is voluntary and Heriot-Watt University will keep your personal details safe and secure with strict limits on who has access to the information, and you may ask us to stop processing this data at any time. By filling in the form and returning it, you are consenting to your data being processed and looked after in this way. Information about what the University holds and does with your personal information and how to use your privacy and data protection rights is in our [Privacy Notice](#) for employees and contingent workers. If you have any questions or queries about this, please contact the Data Protection Officer at FOI@hw.ac.uk.

Note B – Evidence to Support Proof of Eligibility to work in the UK

UK Immigration legislation, in particular the Immigration, Asylum and Nationality Act 2006, is designed to prevent illegal working in the UK. To prevent illegal working it is necessary that employers carry out document checks on all prospective employees. These checks are required to ensure that employees demonstrate that they are eligible to work in the UK.

Therefore, you cannot start work until we have seen/verified the required documents.

The evidence you need to provide must be in one of the following formats as confirmed in Government Guidance [Employers Guide to Right to Work Checks](#):

- a UK or Irish passport
- a document issued by the Home Office confirming that the holder has no time limit on their stay in the UK
- an Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment
- A passport endorsed to show the holder is able to stay and has permission to work in the UK
- A letter issued by the Home Office confirming that the holder is permitted to take employment in the UK
- A biometric card confirming your employment status together with your passport
- If you are a UK National but do not have a passport you will need to provide:
- an official document confirming your National Insurance (NI) number and name, such as a P45, P60 or National Insurance card, along with either a full birth certificate, a letter issued by the Home Office, or an Immigration Status Document



STUDENTS ON A STUDENT VISA UNDERTAKING ANY PAID, UNPAID OR VOLUNTARY WORK AT HERIOT-WATT UNIVERSITY

Before completing this form, please read the [Guidance for Working on a Student Visa](#)

Please complete the relevant parts of this form and sign and date EVERY TIME you accept work of any type from anywhere in Heriot-Watt University.

My Name.....My School.....

My Student Number.....

If employed on an employment contract, my FTE (hours per week as stated in my contract).....

My Payroll Number (if employed on an employment contract and/or previously engaged on casual work)

My Proposed start date for this engagement.....

I understand that I cannot start this work until this engagement has been approved.

I have permission to work in the UK which is limited by the terms of my Student visa, and I understand that any work, whether as a casual worker or contracted employee; paid or unpaid, counts towards my weekly limit of 10 or 20 hours per week during term-time including:

- Work done on a fixed term or open-ended employment contract
- Paid casual work
- Volunteering
- Student ambassador
- Student Union Officer
- Any other type of paid or unpaid work

I understand that working hours are calculated on a weekly basis rather than a monthly average

Please complete the statement/s which apply to you

1. I am studying for a PhD (either PG Taught or PGR)
 - a. Yes (Go to Q2)
 - b. No (Go to Q4)
2. My term-time dates are.....
3. My holiday dates are².....
4. I have completed my PhD on date.....and have achieved the following:
 - Handed in my thesis

² If you are unable to provide this, we cannot offer you full time hours at any time until your PhD is completed

- Completed my viva exam
- Completed and submitted the corrected version of my thesis after the viva

I attach a copy of an email from my Supervisor confirming the above

5. My Supervisor is (Name, School, University)

6. This is the first time I have accepted work from Heriot-Watt University, and I have provided details of my eligibility to work to you.

- Yes
- No (Go to Q4)

7. I have worked for Heriot-Watt University previously on these dates:

.....

8. I carried out the following work in (state which School, Directorate– list all work that you have previously done)

.....

.....

I understand that I must not accept work, paid or unpaid, which would bring my total hours above the limit of 10 or 20 hours that is shown on my Student Visa for each week including all the work being undertaken.

I declare that in accepting this offer of work, the total weekly hours including any other work I may carry out for Heriot-Watt, EBS and/or any other employer, will not result in a breach of the terms of my visa.

SIGNED..... DATE.....

Please now send this form to casualrecruitment@hw.ac.uk

If it becomes apparent that you have breached the terms of your visa by working in excess of 20 hours per week, you will not be offered any further work and may not be paid for any work carried out in breach of the visa regulations. We may also need to report you to the Home Office for illegal working.

DEFINITION OF TERM-TIME AND HOLIDAY FOR STUDENTS ON A STUDENT VISA

Term-time at HWU is defined by the University Calendar Dates: <http://www.hw.ac.uk/student-life/how-to-apply/academic-calendar.htm>.

If you are not studying at HWU, you must produce a copy of the term-time dates at your own University.

Students studying for a PhD

You are eligible to work up to a **maximum of 20 hours per week during term-time**. The hours cannot be averaged out, and all hours worked, regardless of employer, type of contract or paid/unpaid are combined together for the weekly limit.

PhD Students and holiday entitlement

PhD students are entitled to **6 weeks holiday per year**, as agreed with your Supervisor. *Note this is not as long as normal university vacations but only 6 weeks across the full calendar year.* During these 6 weeks, you may undertake unlimited work, but the holiday must be clearly noted on the timesheet, otherwise the 20-hour limit will be applied.

The UKVI does not define “unlimited work” but as holiday is specifically granted under the Working Time Directive to recover and rest, we recommend that sensible and reasonable hours are offered during these periods. The University standard working week is 35 hours.

Students studying for a qualification AT LEAST at degree level but below PhD

You are eligible to work up to a **maximum of 20 hours per week during term time**. The hours cannot be averaged out, and all hours worked, regardless of employer, type of contract or paid/unpaid are combined together for the weekly total.

Students studying for a qualification BELOW degree level, e.g., foundation or pre-sessional English language programmes and some Global College Courses

The maximum limit is **10 hours per week during term time**. If you are a student attending, for example, a 2-semester English /programme, you may undertake casual work up to this limit. The entitlement to work and the limits will be clearly stated in your passport and visa stamp/BRP.