

## GUIDELINES FOR STUDENTS

### SECTION 1 PERSONAL DETAILS

If this is your first engagement, please complete ALL the details asked for in this section with the exception of the staff number (the staff number is only allocated at the time of the first payment.) Additionally, you are required to submit proof of your right to work in the UK in the form one or more of the following acceptable documents:

- a) A copy of the personal details page of your passport signed 'as seen' by your supervisor
- b) A copy of your visa stamp (if applicable) signed 'as seen' by your supervisor
- c) A copy of your identity card (if applicable) signed 'as seen' by your supervisor

**Should any information be omitted, the payroll office may have to return the form to the department and your payment may subsequently be delayed.**

If this is not your first engagement, and you have already received payment, you need only to enter:-

- Your staff number (from your last payslip)
- Your name for the purposes of verification

The computer system will retain all other details and you only need to complete the parts of the section again that may have changed since your last claim. **Please note you are also required to submit proof of your right to work in the UK in the form of one or more of the documents listed above (as appropriate).**

All new claimants should complete a P46 available either from the payroll office or from a stock forwarded to your department. This will notify the Inland Revenue that you are working for the University and requests that an appropriate tax code is issued. If you are also working elsewhere, you must complete the relevant box on the P46, so that the Inland Revenue can properly assess a notice of coding that reflects your income from all sources. Student workers will be exempt from National Insurance contributions ONLY if they earn less than the current monthly NIC threshold.

## GUIDELINES FOR DEPARTMENTS

### SECTION 1 & 2 PERSONAL DETAILS AND DETAILS OF APPOINTMENT

Please ensure that the Gender, Ethnic Origin and Disabled indicator in Section 1 are completed and identify the nature of the work undertaken in Section 2. These answers will enable the University to meet its statutory reporting obligations, and to accurately and efficiently process the payment in accordance with the following government legislation.

- The Inland Revenue
- HESA
- Department for Work and Pensions (Individual Statutory Entitlements)
- Department for Trade and Industry (Employment Rights)

Additionally, you are required to submit proof of the individual's right to work in the UK in the form one or more of the following acceptable documents:

- a) A copy of the personal details page of your passport signed 'as seen' by the individual's supervisor
- b) A copy of your visa stamp (if applicable) signed 'as seen' by the individual's supervisor
- c) A copy of your identity card (if applicable) signed 'as seen' by the individual's supervisor

Please note that the Equal Opportunities in Employment form must also be submitted in order for payment to be processed.

All claims in respect of student workers will be processed through the payroll on a monthly cycle. **Should any information be omitted, the payroll office may have to return the form to the department and your payment may subsequently be delayed**

### SECTION 3 Details of Payment of Work or Fees

In section 3, you should identify the first and last dates that the work was performed on and the type of occasion in accordance with the key provided. The form should then show the number of occasions worked and the rate per occasion together with the total amount and the account code to be charged. Please ensure that the Head of the Budget Centre is aware of their obligations if the costs cannot be met from the account code specified.

## PAYROLL OFFICE PROCEDURES

On receipt of a fully completed claim form, the payroll office will process the payment in accordance with the following procedures.

1. All claims for work from undergraduates and postgraduates will be made through a monthly student payroll. Claims that are received by the 14<sup>th</sup> calendar day are guaranteed to be paid in that month. Claims received after that date will be processed if possible but will be carried forward to the following month if the deadline is missed.
2. All payments will be made direct to the claimant's bank account. Where bank details are not received, the form will be returned and payment may be delayed.
3. All payments will be assessed for liability against the current regulations for statutory deductions.

**Claim for work to be completed by students in respect of temporary work**

**SECTION 1: PERSONAL DETAILS** (ALL BOXES to be completed by the claimant in block capitals)

N.B. -Please read the completion guidelines BEFORE completing this form as any omissions will result in the form being returned and payments delayed.

National Insurance No:			Student Registration No:			
Staff No:		Date of Birth:		Nationality:		
Surname:		Title:		Forename:		
Gender: (Delete as appropriate)	Male/ Female	Disabled: (If YES see Equal Opps overleaf and insert code)	NO	YES	CODE	Ethnic Origin: (See Equal Opps overleaf and insert code)
Is this a first engagement? <span style="float:right">YES <input type="checkbox"/></span> <span style="float:right">NO <input type="checkbox"/></span> If yes, please complete the remainder of Section 1. Also complete if details held for address or bank have changed since last claim.						
Home Address:			Bank Sort Code:			
			Bank Account:			
			Telephone number:			
Post Code:			Email Address:			

I agree to the University of Liverpool recording and using personal data contained in this form for the purpose of monitoring the University Equal Opportunities Policy, and for statistical purposes.

**Claimants Signature**.....

**Date**.....

**SECTION 2: DETAILS OF APPOINTMENT**

Please specify the nature of the work that the student has undertaken by ticking the relevant box.

Academic Related Activities	Code	Non-Academic Related Activities	Code
Student Demonstrator	A5	Open Day/Schools Visit/Campus Guide	N4A
Teaching/Lecturing/Tutoring	A5	Freshers Week Assistant	N4A
Invigilation	N4A	Clerical Work/Data Entry/Mailshots	N4A
Examining/Marking	A5	Secretarial/Receptionist Work	N4B
Research Work/Assistance	A4	Catering Assistant	N9
Fieldwork Assistance	A5	Sports Coach/Instructor/Referee	N3C
PBL Facilitator	N3B	Technical/Laboratory Work	N3A
Other (please specify)		Other (please specify)	

**SECTION 3: DETAILS OF WORK TO BE PAID**

Please complete the first and last date that the work was performed on and show the appropriate occasion, the rate per occasion and the number of occasions worked.

DATE FROM	DATE TO	KEY*	NO.	RATE	ACCOUNT CODE				AMOUNT
					4 digit	Dept	R/G	5 digit	

KEY\* H = Hours; D = Days; W = Weeks; M = Month; S = Session; O = Other

**Total:** £ \_\_\_\_\_

In submitting this form the Head of the Budget Centre certifies that the above individual has completed the duties specified, and accepts that if for any reason the costs of this post cannot be met from the source/s identified above, the Budget Centre will be responsible for meeting the costs from an alternative account.

Budget Manager ..... Department.....  
 (Please print name)

Signed..... Date.....

## EQUAL OPPORTUNITIES IN EMPLOYMENT

The University of Liverpool is an Equal Opportunities Employer. The aim of the University's policy is to provide equal opportunity in the fields of recruitment, training and promotion. All workers are treated on the basis of their relevant qualifications, merits and abilities and are not treated any less favourably on the grounds of sex, marital status, age, disability, religion, race, colour, nationality or ethnic or national origins. For the policy of equal opportunities to be effective, it is necessary to undertake detailed monitoring of all workers within the University. This requires the collection of information regarding the individuals sex, ethnic origin, age and disablement.

**Please read the following, select the code appropriate for your ethnic origin and insert the code in the space provided in Section 1.**

### ETHNIC ORIGIN CODES

<b>White</b>	White British	11	<b>Asian or Asian British</b>	Indian	31
	White Irish	12		Pakistani	32
	Other white background	19		Bangladeshi	33
				Other Asian background	39
<b>Mixed</b>	White and Black Caribbean	41	<b>Black or Black British</b>	Black Caribbean	21
	White and Black African	42		Black African	22
	White and Asian	43		Other black background	29
	Other mixed background	49	<b>Chinese or other ethnic group</b>	Chinese	34
	Information refused	98		Other ethnic background	80

**Disability: the Disability Discrimination Act (2005) defines a disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.**

1	No Known Disability		55	Mental health condition (such as depression or schizophrenia)
51	Specific Learning disability (such as dyslexia or dyspraxia)		57	Deaf or serious hearing impairment
52	General Learning disability (such as Down's syndrome)		58	Blind or serious visual impairment
53	Cognitive impairment (such as autistic spectrum disorder or resulting from head injury)		56	Physical impairment or mobility issues (such as difficulty using arms, using a wheelchair or crutches)
54	Long-standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease, epilepsy)		96	Other type of disability

***The University recommends that all students do not work more than 15 hours per week when their course is in session. \*\*\* Under UK law, International students can work a maximum of 20 hours per week during term time and unlimited hours when their course is not in session.\*\*\****

### International Student Declaration

I am an International Student and confirm that I understand and will comply with the statement above and that I do not work more than 20 hours per week when my course is in session for this or any other organisation.

Signed:..... Date:.....