

Casual Worker Recruitment & Payment Flowchart

Please ensure that (i) the casual staff request is submitted with sufficient time for right to work checks to be completed, and
 (ii) that the budget holder has approved the expenditure related to recruitment **before any work takes place.**

Please liaise with Assistant Research Manager, Hazel Crawford, for research admin queries: Hazel.Crawford@sussex.ac.uk

All other queries should be directed to Senior Operations Manager, Ana Pereira: A.Pereira@sussex.ac.uk

