

UNIVERSITY OF SUSSEX CASUAL CLAIM FORM



INFORMATION & INSTRUCTIONS

THIS FORM MUST ONLY BE USED BY CASUALS WHOSE ENGAGEMENT COMMENCED ON OR BEFORE 31ST JULY 2022.

ALL NEW ENGAGEMENTS MUST BE MADE THROUGH REED TALENT SOLUTIONS

This form should be completed for all casual payments as follows:

- 1 The engaging manager and the Worker will agree terms and conditions, including all working expectations, prior to any work being undertaken
- 2 The Manager will provide the worker with written terms prior to any work being undertaken
- 3 The Worker must undertake the work prior to completion of the casual claim form. Forms must not be submitted in advance of work having been completed
- 4 Work can be split into multiple claim forms in order to pay for work done before the relevant Payroll deadline
- 5 The Worker should complete the casual claim form and forward to the engaging manager, along with any supporting documentation
- 6 The engaging manager will review and sign off any hours paid, ensuring claims are not made for future dated period
- 7 If the engaging manager is authorised to use the budget code provided then they should forward to the Payroll department for processing
- 8 If the engaging manager is not authorised to use the budget code they will pass the form to the relevant budget holder, who should approve the form and forward to the Payroll department for processing
- 9 The completed claim must be sent to Payroll only by the final signatory. Forms submitted twice risk duplication of payment
- 10 To process payment for work done the claim form on the second page of this document should be completed and returned to payroll.casual@sussex.ac.uk

Payroll cut off dates can be found on the University website

<https://www.sussex.ac.uk/humanresources/payrollandpensions/payrolldocumentsandforms>

Usage of this form. This form should be used for any "casual" claim. Any appointment of ten weeks or less and appointments of a few hours at irregular intervals that are not pre-determined are treated as casual. Appointments of more than ten weeks duration should be recruited to in accordance with normal University processes.

All employing Units should ensure that they comply with the Immigration, Asylum & Nationality Act 2006. This includes checking original documents of any prospective Worker confirming the individual has the right to work in the UK. Contact the Human Resources Compliances Team for further information and guidance. internationalHR@sussex.ac.uk

By completing this form the Worker declares that they have agreed to the relevant terms and conditions of their engagement and that any concerns have been raised with and addressed by the engaging manager

Payments will be made by direct credit transfer (BACS) and therefore bank details below are essential. Payslips will be sent to your home address. If you do not have a domestic UK bank account please contact payroll.casual@sussex.ac.uk for further information

Please note that the Payroll Office cannot provide advice on personal tax issues. For all tax queries please contact HMRC on 0300 200 3300. Basic rate tax will be deducted until your tax code has been confirmed.

When you cease working for the University please email payroll.casual@sussex.ac.uk to request your P45.

Date of Birth / Nationality / Legal Sex / Ethnicity / Disability . The data collected here is used for equal opportunities monitoring only. The information provided is maintained as sensitive personal data in line with the Data Protection Act 1998 and in accordance with the University's Code of Practice on Handling Personal Information. The University's privacy notice can be found on the University website

<https://www.sussex.ac.uk/about/website/privacy-and-cookies/privacy>

TAX

If you do not have a P45 you will need to complete a starter checklist. Please see your line manager or visit the HMRC website to obtain a copy: <https://www.gov.uk/government/publications/payee-starter-checklist>

Please note: National Insurance contributions will be deducted on all earnings over the lower earnings limit.

I understand that by working and submitting this form each time I make a claim, I confirm that I have the right to work in the UK and working in contravention of any restriction on this right and I am making a true statement of the hours that I have worked and I have incurred whilst acting as an employee of the University of Sussex.

