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 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 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.									
	e 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_								
ТАХ									
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: <u>https://www.gov.uk/government/publications/pave-starter-checklist</u> 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.									

UNIVERSITY OF SUSSEX CASUAL CLAIM FORM

TO AVOID DELAY IN PAYMENT PLEASE COMPLETE ALL SECTIONS CORRECTLY - SEE NOTES ON FIRST PAGE * FIELDS MARKED WITH AN ASTERISK ARE MANDATORY PERSONAL DETAILS													
STAFF NUMBER	2		РА	YROLL NO.		IL3		DATE OF B	RTH *				
								DATE OF D		LE *			
SURNAME *													
FORENAME *	ndetern		malianaa	and noursent.	oonnot h		do wit	LEGAL SI			ov' oo Molo		
'Legal Sex' is mandatory for HMRC compliance and payment cannot be made without this. HMRC defines 'legal sex' as Male and Female only. If you answer "Prefer not to say" please email payroll.casual@sussex.ac.uk to provide this information.													
HOME ADDRESS	HOME ADDRESS *												
POST CODE *		IS THIS A NEW ADDRESS? *											
EMAIL ADDRESS	*												
CAMPUS ADDRESS (if resident on													
Campus) BANK / BUILDING SOCIETY DETAILS													
Use this section only if you are new to payroll. For changes of bank details please complete change form. https://www.sussex.ac.uk/webteam/gateway/file.php?name=change-bank.pdf&site=302													
https://www.sussex.ac.uk/webteam/gateway/file.php?name=change-bank.pdf&site=302													
ACCOUNT NO.			SOR	L CODE			BUIL	DING SOCIE	TY REF. NO.				
				EQUALITIE	S QUES	TION							
VISA STATUS * Do you hold a Tier 4 Visa? IF YES PLEASE USE TIER 4 CASUAL CLAIM FORM											M		
DISABILITY Have you a disability that is covered by the Equality Act 2010 ?													
IF YES PLEASI	STATE												
ETHNICITY													
WORK CLAIM DETAILS													
SCHOOL / DEPT	*				UNIT /	DIVIS	SION *						
WORKING LOCATION *		SUPERVISOR *											
DATE WORKED		NATURE OF WORK *						HOURLY RATE	HOURS WORKED	SUB	TOTALS *		
									WORKLED				
								TOTAL *					
		EXPENSE	CLAIM DE	TAILS (please	attach e	viden	ce of c	aim e.g. rece					
DATE OF CLAIN (DD/MM/YYYY)	I	NATURE OF CLAIM					UNITS	RATE	SL	IB TOTAL			
									TOTAL				
l confirm I have	the righ	t to work in the	UK, have v	vorked as set	out abov	e and	am no	t working in c	-	of any r	estriction.		
CLAIMANT'S N								<u> </u>	DATE *				
		<u></u>	ACC			CHA	RGED		1				
ACCOUNT *		SUB- PROJECT *		SF	STING PLIT			% or hours	AUTHORISED BY *				
ACCOUNT		SUB- PROJECT			STING PLIT			% or hours					
I confirm I have checked and photocopied original documents confirming the above named has the right to work in the UK and have passed visa information to Human Resources (if relevant). I also confirm that this work has been carried out.													
SUPERVISOR NAME *								EXT.					
POSITION HE	LD *								DATE *				