

TIER 4 / STUDENT VISA CASUAL WORK CLAIM FORM WEEKLY SUBMISSION (Complete before work)

FORM FOR WEEK COMMENCING: MONDAY.....20.....

USE OF THIS CASUAL WORK CLAIM FORM

This form may only be used for casual employment within the University by International Students holding Tier 4 / Student visa status. Any employment of 8 weeks or less (subject to visa restrictions on the weekly hours worked) and appointments of a few hours at irregular intervals that are not pre-determined are treated as casual.

INFORMATION FOR STUDENTS:

Your Tier 4 / Student visa will state the maximum weekly hours you are permitted to undertake paid and/or unpaid work. This stated maximum will depend on your course and other factors. Please ensure you read the full guidance on Student visa work rules before undertaking any work: www.sussex.ac.uk/academicregistry/academic-registrars-office/compliance/working

Before starting any work, please complete sections 1 – 2 below and submit to the recruiting manager to complete work offer at section 3. The manager will refer you to the DRO who will require your evidence of right to work in the UK. You should then complete section 4, and return to the manager to authorise sections 5 – 6 before sending to Payroll. Please note that individuals found to have worked more than permitted will not be paid for their work. **If working for more than one manager or department in this week – a form must be completed for each offer of work on a weekly basis.**

Payments will be made by monthly direct credit transfer (BACS) to your bank/building society. **This must be to an account in your name.** 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

You are required at all times to abide by the University's Health, Safety and Well-being Policy, Computing Regulations and Equality and Diversity Policy as set out on the University's website.

DECLARATION: I understand that by completing and signing this form each time I accept an offer of work, I agree to the above conditions, and I confirm that I have the legal right to work in the UK for this planned work, have provided my original right-to-work evidence, and am not working in contravention of any visa restriction – including within my permitted maximum weekly hours.

1. STUDENT DETAILS

Surname:		First name(s):	
Course enrolled:			
Student registration number:		Start/End dates:	
Please select course Level:			

2. OTHER WORK COMMITMENTS (including voluntary work) during the same week period as on this form

Are you working in any other employment **at the University** during this same week period?

If **Yes**, please provide details of job role, department and total hours of work within this same week period:

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Are you working in any employment **outside of the University** during this same week period?

If **Yes**, please provide details of job role, employer and total hours of work within this same week period:

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FOR THE RECRUITING MANAGER – BEFORE ANY WORK STARTS

You are required to check the student's original evidence of their right to work in the UK **before** such work is carried out, and not to offer any work that would result in the student exceeding the permitted maximum weekly hours as per their Tier 4 / Student visa conditions.

3. OFFER OF WORK

I, (print name) offer the above named student a total of hours of work in the week period stated at the header of this form.

4.WORK AND PAYMENT DETAILS – TO BE COMPLETED BY STUDENT AFTER WORK UNDERTAKEN
To avoid delay in payment please complete all sections correctly

Payroll cut-off dates can be found on the University website:
<http://www.sussex.ac.uk/humanresources/payrollandpensions/payrollandpensionsdocumentsandforms>

REGISTRATION NO.		PAYROLL NO.	
SURNAME		DATE OF BIRTH	
FORENAME		NI NUMBER	
TITLE		NATIONALITY	
SEX		VISA EXPIRY DATE	

HOME ADDRESS			
POST CODE		IS THIS A NEW ADDRESS?	
EMAIL ADDRESS			
CAMPUS ADDRESS (if resident on campus)			

EQUALITIES QUESTIONS

DISABILITY:	Have you a disability that is covered by the Equality Act 2010?	
If yes, please select one of the following:		
ETHNICITY:	Please select one of the following:	

BANK / BUILDING SOCIETY DETAILS – USE THIS SECTION ONLY IF YOU ARE NEW TO PAYROLL

For changes to bank details please use change form:
<https://www.sussex.ac.uk/webteam/gateway/file.php?name=change-bank.pdf&site=302>

BANK NAME & LOCATION			
ACCOUNT NO.		SORT CODE	BUILDING SOCIETY REF NO.

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 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.

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

WORK CLAIM DETAILS – DO NOT CLAIM FOR MORE THAN ONE WEEK

SCHOOL / DEPT		UNIT / DIVISION	
WORKING LOCATION		LINE MANAGER	

DATE WORKED (DD/MM/YY)	NATURE OF WORK	HOURLY RATE	HOURS WORKED	SUB-TOTAL
			TOTAL	

10 or 20 hours per week is the standard term-time maximum for Tier 4 / Student visa holders – CHECK YOUR VISA

If you are in a period where over 10 or 20 hours per week is permitted please select the applicable reason:

EXPENSE CLAIM DETAILS – please attach evidence eg, receipts

DATE OF CLAIM (DD/MM/YYYY)	NATURE OF CLAIM	UNITS	RATE	SUB-TOTAL
TOTAL				

DECLARATION

I confirm I have carried out the hours of work as set out above and am legally permitted to undertake this work.

CLAIMANT'S NAME		DATE	
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Is this your **final** claim for work at the University? (If yes we will issue your P45)

5. ACCOUNT CODES TO BE CHARGED (Manager/Budget-holder to complete)

ACCOUNT		SUB-PROJECT		COSTING SPLIT		
ACCOUNT		SUB-PROJECT		COSTING SPLIT		

AUTHORISED BY

6. LINE MANAGER & DESIGNATED RESPONSIBLE OFFICER (DRO) DECLARATION

I confirm that I am satisfied that above named student has the right to work in the UK, I have checked and retained copies of right to work evidence before work commenced. I have checked whether they are undertaking any other work in this week period, and have reminded the above-named student of their maximum weekly hours limit before offering any hours.

I confirm that all work stated on this claim form has been carried out.

LINE MANAGER'S NAME**PHONE EXT.****DATE****DRO NAME****PHONE EXT.****DATE**

Authorised form must be sent from signatory's email account to payroll.casual@sussex.ac.uk