







SCHOOL OF MEDIA, ARTS AND HUMANITIES

Right to work checks process overview – August 2021

Type of casual employee	Employment scenarios	Approval to offer work given	Person engaging casual employee to complete webform	RTW check carried out by (to include completing spreadsheet for Tier 4 students):	Work is carried out	Casual fee payment form approved by:	Documentation required by approver so that a payment may be processed:
<b>Student</b>	Any student employment, including Casual Work; Student Ambassadors; Student Mentors; Short-Term Assistants, etc		<a href="#">Use this webform to request check</a>	<p>MAH Reception team</p> <p><i>The completed webform will be delivered to the email address below</i></p> <p><a href="mailto:media-arts-humanities@sussex.ac.uk">media-arts-humanities@sussex.ac.uk</a></p>		<b>Budget holder</b>	<ol style="list-style-type: none"> <li>1. RTW documentation (e.g. scan of passport) or by using the online 'Prove Your Right to Work' service</li> <li>2. Completed casual fee payment form</li> </ol> <p>Note that with Tier 4 students, the RTW checker needs to obtain clearance from HR before the student can be engaged in employment.</p>
<b>Academics, Faculty, Visiting Fellow, PhD</b>	Any academic employment, including: Examiners, Guest Speakers, Workshop Leaders, ATs and DTs, etc		<a href="#">Use this webform to request check</a>	<p>MAH Reception team</p> <p><i>The completed webform will be delivered to the email address below</i></p> <p><a href="mailto:media-arts-humanities@sussex.ac.uk">media-arts-humanities@sussex.ac.uk</a></p>		<b>Budget holder</b>	
<b>SCLS Language Tutors</b>	SCLS Language Tutor casual employment		<a href="#">Use this webform to request check</a>	<p>MAH Reception team</p> <p><i>The completed webform will be delivered to the email address below</i></p> <p><a href="mailto:media-arts-humanities@sussex.ac.uk">media-arts-humanities@sussex.ac.uk</a></p>		<b>Budget Holder</b>	