

UNIVERSITY OF SUSSEX

Claim Form for Fees, Casual Payments and Related Expenses

This form should only be used for any type of work of a casual or irregular nature.

TO AVOID DELAY IN PAYMENT PLEASE COMPLETE ALL SECTIONS CORRECTLY - SEE NOTES OVERLEAF

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

Visa Status: Do you hold a Tier 4 visa? YES / NO If yes, please use the Tier 4 Casual Claim form.

PERSONAL ADDRESS	Is this address new? YES / NO
POST CODE	
EMAIL ADDRESS:	
CAMPUS ADDRESS:	

Disability: Have you a disability that is covered by the Equality Act 2010 ? YES / NO / PREFER NOT TO SAY

Ethnicity: Please select only **ONE** of the choices below:

White:	Mixed:	Asian or Asian British:	Black or Black British:	
British	White & Black Caribbean	Indian	Caribbean	Chinese
Irish	White & Black African	Pakistani	African	Other Ethnic background
Other White Background	Other Mixed Background	Bangladeshi	Other Black Background	Prefer not to say
		Other Asian Background		

WORKED FOR	SCHOOL	UNIT		
AT	VENUE	SUPERVISOR		
DATES WORKED	NATURE OF WORK	RATE	HOURS	SUB TOTALS
TOTAL				

Is this your last claim for work at the University? If yes we will issue your P45. Yes / No

EXPENSES	Mileage per journey	No. of journeys	Total miles	SUB TOTALS
TRAVEL			@-----per mile	
RAIL / BUS FARE				
Please attach receipts				TOTAL

ACCOUNT CODES TO BE CHARGED

ACCOUNT	SUB-PROJECT	Split - hrs % or other	AUTHORISED

I confirm I have the right to work in the UK, have carried out the work set out above and am not working in contravention of any restriction on this right.

CLAIMANT'S SIGNATURE _____ **DATE** _____

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'S NAME, JOB TITLE AND EXTENSION _____ **SUPERVISOR'S SIGNATURE & DATE** _____

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INFORMATION AND INSTRUCTIONS

1. **Usage of this form.** This form should be used for any "casual" claim. Any appointment of three months or less and appointments of a few hours at irregular intervals that are not pre-determined are treated as casual. Appointments of more than three months duration should be recruited to in accordance with normal University processes. This form should also be used as a timesheet where the hours are variable and the employment is not "casual".

2. **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 Human Resources for further information and guidance.

3. **This form should be completed as follows:** The employing unit should complete the offer of work section (below), the employee should complete the bank account details (if not already on the payroll) and the whole of the Personal Details section overleaf, then sign (below). The form should then be photocopied for the number of months the work is anticipated to take, and the photocopies should be used for the subsequent months, with original signatures on each form for Claimant and Unit Head.

4. **Once completed,** the form should be copied (copy retained by unit & employee - if requested) and **the completed original** sent to the relevant accountant in Management or Research Accounts for authorisation.

5. **After authorisation,** the form should be sent to the Payroll Office, Room 338, Sussex House **by the monthly payroll cut off date** (see payroll website) for payment at the end of that month.

6. **Payments** will be made by direct credit transfer (BACS) and therefore bank details below are essential. Payslips will be sent to your home address.

7. For all **tax queries** and employment circumstances, please contact the Payroll Office for advice. Basic rate tax will be deducted until your tax code has been confirmed.

8. **Ethnicity / Disability / Nationality / Date of Birth. 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

OFFER OF WORK

I, Mr* / Mrs* / Ms* / Miss* / Dr* / Prof* _____ (full name in capital letters) accept the offer of work as specified for the period from _____ until _____ on the agreed terms and conditions - including those agreed orally with the Supervisor/ Officer in charge.

* Delete as applicable.

Employed as a Temporary member of staff or a Casual?

Temporary

Casual

All staff, including those who are engaged on a casual basis are required to abide by the University Safety Policy, Computing Regulations and Equal Opportunities Policy set out on the University's website.

BANK / BUILDING SOCIETY DETAILS

Use this section only if you are new to payroll		CHANGE OF ACCOUNT?	DO NOT USE THIS FORM Ask for a Bank Change form
BANK/ BUILDING SOCIETY NAME		BRANCH NAME	
SORT CODE	- -	ACCOUNT NUMBER	
BUILDING SOCIETY REF. NO.			

TAX

If you do not have a P45 you will need to complete a P46. Please see your line manager or contact the Payroll Office in Room 338 Sussex House to obtain this form.

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

I understand that by signing the reverse of this form each time I make a claim, **I confirm that I have the right to work in the UK and am not working in contravention of any restriction on this right** and I am making a true statement of the hours that I have worked and expenses that I have incurred whilst acting as an employee of the University of Sussex.

SIGNED

DATE