**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**

<table>
<thead>
<tr>
<th>REGISTRATION NO</th>
<th>PAYROLL NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SURNAME</td>
<td>DATE OF BIRTH</td>
</tr>
<tr>
<td>FORENAME</td>
<td>NI NUMBER</td>
</tr>
<tr>
<td>TITLE</td>
<td>NATIONALITY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERSONAL ADDRESS</th>
<th>POST CODE</th>
</tr>
</thead>
</table>

**EMAIL ADDRESS:**

**CAMPUS ADDRESS:**

**Disability:**

Have you a disability that is covered by the Equality Act 2010? YES / NO

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

- **White:**
  - British
  - Irish
  - Other White Background

- **Mixed:**
  - White & Black Caribbean
  - White & Black African
  - Other Mixed Background

- **Asian or Asian British:**
  - Indian
  - Pakistani
  - Bangladeshis

- **Black or Black British:**
  - Caribbean
  - African
  - Other Black Background

**SCHOOL**

**VENUE**

**RATE HOURS TOTAL**

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

**EXPENSES**

- **TRAVEL**
  - Mileage per journey
  - No. of journeys
  - Total miles
  - SUB TOTALS
  
  - @------per mile

- **RAIL / BUS FARE**
  
  - Please attach receipts

**CLAIMANT'S SIGNATURE DATE**

**SUPERVISOR'S NAME, JOB TITLE AND EXTENSION**

**SUPERVISOR'S SIGNATURE & DATE**

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.

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>SUB-PROJECT</th>
<th>Split - hrs % or other</th>
<th>AUTHORISED</th>
</tr>
</thead>
</table>

**ACCOUNT CODES TO BE CHARGED**

**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.**

**CLAIMANT’S SIGNATURE DATE**

**SUPERVISOR’S NAME, JOB TITLE AND EXTENSION**

**SUPERVISOR’S SIGNATURE & DATE**

**DISABILITY:** Have you a disability that is covered by the Equality Act 2010? YES / NO
SIGNED

**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.

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### 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.

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.

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### BANK / BUILDING SOCIETY DETAILS

Use this section **only** if you are new to payroll

<table>
<thead>
<tr>
<th>BANK/ BUILDING SOCIETY NAME</th>
<th>CHANGE OF ACCOUNT?</th>
<th>DO NOT USE THIS FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>SORT CODE</td>
<td>BRANCH NAME</td>
<td>Ask for a Bank Change form</td>
</tr>
<tr>
<td>BUILDING SOCIETY REF. NO.</td>
<td>ACCOUNT NUMBER</td>
<td></td>
</tr>
</tbody>
</table>

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### 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**