

UNIVERSITY OF SUSSEX CASUAL CLAIM FORM



INFORMATION & INSTRUCTIONS	
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 of 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 for 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 http://www.sussex.ac.uk/humanresources/payrollandpensions/payrollandpensionsdocumentsandforms	
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.	
Date 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	
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: 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.	

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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		PAYROLL NO.		DATE OF BIRTH *			
NI NUMBER *		NATIONALITY *		TITLE *			
SURNAME *							
FORENAME *				LEGAL SEX *			
'Legal Sex' is mandatory for HMRC compliance and payment cannot be made without this. HMRC defines 'legal sex' as Male and Female only. If this is your first claim and you answer "Prefer not to answer" please email payroll.casual@sussex.ac.uk to provide this							
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							
BANK NAME & LOCATION							
ACCOUNT NO.		SORT CODE		BUILDING SOCIETY REF. NO.			
EQUALITIES QUESTIONS							
VISA STATUS *	Do you hold a Tier 4 Visa?		IF YES PLEASE USE TIER 4 CASUAL CLAIM FORM				
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						
WORK CLAIM DETAILS							
SCHOOL / DEPT *				UNIT / DIVISION *			
WORKING LOCATION *				SUPERVISOR *			
DATE WORKED (DD/MM/YYYY) *	NATURE OF WORK *			HOURLY RATE	HOURS WORKED	SUB TOTALS *	
					TOTAL *		
EXPENSE CLAIM DETAILS (please attach evidence of claim e.g. receipts)							
DATE OF CLAIM (DD/MM/YYYY)	NATURE OF CLAIM			UNITS	RATE	SUB TOTAL	
					TOTAL		
I confirm I have the right to work in the UK, have worked as set out above and am not working in contravention of any restriction.							
CLAIMANT'S NAME *					DATE *		
ACCOUNT CODES TO BE CHARGED							
ACCOUNT *	SUB-PROJECT *		COSTING SPLIT		AUTHORISED BY *		
ACCOUNT	SUB-PROJECT		COSTING SPLIT				
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 HELD *					DATE *		