

**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 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 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 Tier 4 work rules before undertaking any work: [www.sussex.ac.uk/academicregistry/academic-registrars-office/compliance/working](http://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.

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 circle course Level: Below degree level / Undergraduate / Postgrad Taught / Postgrad Research

**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? YES / NO

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

\_\_\_\_\_

Are you working in any employment **outside of the University** during this same week period? YES / NO

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

\_\_\_\_\_

**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 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

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

**PERSONAL ADDRESS**

POST CODE

**CAMPUS ADDRESS**

**EMAIL 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:

<b>White:</b>		<b>Mixed:</b>		<b>Asian or Asian British:</b>		<b>Black or Black British:</b>			
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					

**BANK / BUILDING SOCIETY DETAILS**

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

BANK / BUILDING SOCIETY NAME	CHANGE OF ACCOUNT?	<b>DO NOT USE THIS FORM</b> Ask for a <b>Bank Change Form</b>
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 Starter Checklist. 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.

<b>WORKED FOR AT</b>	DEPT:	SCHOOL/DIVISION:
	SITE:	LINE MANAGER:

WEEK COMMENCING	NATURE OF WORK	HOURLY RATE	TOTAL WEEKLY HOURS	TOTAL (GROSS) PAYMENT DUE

*REMINDER – 10 or 20 hours per week is the standard term-time maximum for Tier 4 students – CHECK YOUR VISA*

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

1. UNDERGRADUATE VACATION    2. UNDERGRADUATE COURSE END    3. POSTGRADUATE (TAUGHT) VACATION (CHRISTMAS/EASTER)  
4. POSTGRAD TAUGHT COURSE END    5. POSTGRAD RESEARCH LEAVE    6. POSTGRAD RESEARCH END CONFIRMED

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

**Please attach receipts** **TOTAL**

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

CLAIMANT'S SIGNATURE

DATE

Is this your **final** claim for work at the University? If yes we will issue your P45)

YES / NO

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

ACCOUNT	SUB-PROJECT		Split – hrs % or	AUTHORISED

**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 EXTENSION**

**LINE MANAGER'S SIGNATURE & DATE**

**DRO NAME, PHONE EXTENSION**

**DRO SIGNATURE & DATE**