

Form TA1E - Extension Request (Last updated January 2012)
UNIVERSITY OF ABERDEEN
TEMPORARY SERVICES APPOINTMENT

Last Name	
First Name	
Payroll No.	

Section A: TEMPORARY SERVICES CRITERIA

An extension to a TA1 appointment should only be used in the following circumstances:

- Where you will be working for less than 0.1 fte per annum e.g. half a day per week for up to 12 months.
- Where you will be working for no more than 12 months.
- Where you are not a current or honorary member of staff or a sponsored researcher.
- Where you will not be providing a consultancy service.
- Where you are not self-employed (ie Schedule E as defined by HM Revenue and Customs).
- Where you can provide evidence that you are legally entitled to work in the UK. A list of acceptable documentation is available for reference in the School/Section Office or Human Resources.
- Where you have already received a satisfactory PVG Scheme Record Check in respect of your original TA1 appointment.

If you are unsure whether to use this form or have any queries please contact the Human Resources Office in the first instance.

The School/Section should complete Section B concerning the main details of the post and the Head of School/Section should sign the authorisation (Section C). Please ensure that the individual completes Sections E to I. The form requires to be countersigned by the College/Section Accountant and Human Resources Officer (Section D).

Section B: DETAILS OF WORK TO BE UNDERTAKEN

The reason for the extension request and the nature of the work: *(please provide a full description of duties/activities)*

School/Section: _____

Extension Start Date: _____ Extension End Date: _____

Maximum number of hours to be worked[^]: _____ Grade Equivalent* _____

Salary Point: _____ Hourly Rate: _____

Maximum payment over period: _____ Payment Ledger Code: _____
 (excluding accrued annual holiday pay)

[^] These hours in combination with any other temporary services hours can not exceed the limits specified in the Temporary Services Policy.
^{*} Please note that payments must be based on the University of Aberdeen salary scale.

SECTION C: AUTHORISATION BY HEAD OF SCHOOL OR DEPUTY HEAD OF SCHOOL

Name: *(in block capitals)* _____

Signed: _____ Date: _____

SECTION D: FOR OFFICE USE ONLY

<p>FINANCIAL AUTHORISATION <i>(for budget code and availability of funds)</i></p> <p>Signed: _____</p> <p>Date: _____</p>	<p>HUMAN RESOURCES <i>(employment status checked)</i></p> <p>Signed: _____</p> <p>Date: _____</p>
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Section E: PERSONAL DETAILS (to be completed in block capitals)

Last Name: _____	Title: _____
First Name(s): _____	Date of Birth: _____

Section F: EMPLOYMENT STATUS

Do you have any other Temporary Services Appointments or Employment Contracts with the University of Aberdeen?	YES / NO
If yes please provide details _____	
Do you have any other employment?	YES / NO
If yes please provide details _____	
Are you currently a Registered Student at the University of Aberdeen?	YES / NO
If yes please provide your student ID number _____	
Non EU students only - Do you have the necessary visa or entry conditions that entitle you to work in the UK	YES/NO
If applicable, have you previously joined the PVG Scheme for work either at the University of Aberdeen or for another employer?	YES / NO
If yes please give Scheme Record number _____	
If applicable, has a PVG Scheme application form been completed for this employment?	YES / NO

Section G: DECLARATION (to be completed by the individual)

<p>I authorise the University of Aberdeen, until further notice, to credit my salary/wage and any other payments to the bank/building society account which I previously notified to the Payroll Office.</p> <p>I have been advised of my entitlement to pension scheme membership and agree to complete the necessary application form if I decide to join the scheme. I acknowledge that further information is available to me on request from the Pensions Office.</p> <p>I confirm that my personal details as previously advised remain unchanged.</p> <p>I have had no criminal convictions since taking up my original TA1 appointment.</p> <p>In addition, I declare that the information contained in this form is accurate and that I meet the criteria detailed in Section A. I attach appropriate documentation as evidence of my immigration and nationality status in accordance with UK legislation.</p> <p>I have read the attached terms and conditions and I accept the appointment subject to the terms and conditions specified.</p> <p>Signature: _____ Date: _____</p>

TEMPORARY SERVICES APPOINTMENT PRINCIPAL TERMS AND CONDITIONS

Duties and Responsibilities

The duties and responsibilities associated with this appointment will be outlined to you at the outset of the appointment and will be determined by the needs of the School/Section.

Hours

You will be offered work up to the maximum number of hours specified in Section B of this form.

Payment

Payments are made monthly in arrears on the last banking day of each month and will be made through the University's payroll system. Payment for any work that you undertake will be calculated at the hourly rate specified in Section B and will be subject to receipt by the Payroll Section of appropriately certified timesheets. Any timesheets not received by the Payroll Section before the Payroll cut-off each month will be carried forward for payment to the subsequent month.

Paid Leave

As you are appointed on a casual temporary basis to cover particular requirements within the University, and the requirement for your services may vary from week to week, holidays requested during the period of this appointment may not always be approved as the needs of the School will take precedence. Your entitlement to paid holiday leave will accrue on a pro rata basis having regard to the actual number of hours that you work.

For individuals appointed on the University's Grades 1 to 4 the full time equivalent holiday entitlement is a total of 34 days in a full leave year. Where appointed to carry out duties at the equivalent level to these grades holiday pay will accrue at the rate of 13.1% of the hourly rate for each hour worked.

For individuals appointed on the University's Grades 5 to 9 the full time equivalent holiday entitlement is a total of 41 days in a full leave year. Where appointed to carry out duties at the equivalent level to these grades holiday pay will accrue at the rate of 15.8% of the hourly rate for each hour worked.

Accrued holiday pay will be paid in December and July each year (ie normal vacation periods) or, on request, at the conclusion of the appointment. For individuals engaged to work over the summer vacation period only their accrued holiday pay will be paid on the expiry of the temporary services appointment.

Sick Pay

As you are appointed on a casual temporary basis you are not eligible to receive any Occupational Sick Pay, however you will be entitled to receive Statutory Sick Pay where you meet the required criteria under current employment legislation.

Maternity and Paternity Leave

As you are appointed on a casual temporary basis you are not eligible to receive any Occupational Maternity or Paternity Leave. You may however be entitled to Statutory Leave in accordance with current employment legislation, further advice can be obtained from the Human Resources Office, on request.

Pension

Individuals appointed to the University's Grades 1-4 are eligible to join the University of Aberdeen Superannuation and Life Assurance Scheme (UASLAS). Further information and an application form is available, on request, from the University's Pension Office.

Individuals appointed to the University's Grades 5-9 are eligible for membership of the Universities Superannuation Scheme (USS). Further information and an application form is available, on request, from the University's Pension Office.

Discipline and Grievance Procedures

The University has agreed disciplinary and grievance procedures. Further information on these procedures is available on the University's HR web pages or from the Human Resources Office, on request.

University Policies and Procedures

During your appointment you must have regard to any rules and regulations that affect your appointment. These policies include ones relating to Confidentiality, Equal Opportunities, Health & Safety and Intellectual Property. The University's policies and procedures are available for your reference on the University's web pages.