

**UNIVERSITY OF ABERDEEN  
TEMPORARY SERVICES APPOINTMENT**

Last Name	
First Name	

**Section A: TEMPORARY SERVICES CRITERIA**

This form 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.

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

**A SATISFACTORY PVG SCHEME RECORD CHECK MUST BE UNDERTAKEN PRIOR TO ANY INDIVIDUAL COMMENCING WORK WITH THE UNIVERSITY IN A DESIGNATED "REGULATED POSITION".** For further information, please refer to the Temporary Services Procedure.

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**

Nature of Work: <i>(please provide a full description of duties/activities)</i> _____	
_____	
_____	
Is a PVG Scheme check required? <i>(please refer to Temporary Services Procedure)</i> Y/N _____	
School/Section: _____	
Start Date: _____	End Date: _____
Maximum number of hours to be worked <sup>^</sup> : _____	Grade Equivalent* _____
Salary Point: _____	Hourly Rate: _____
Maximum payment over period: _____ Payment Ledger Code: _____	
(excluding accrued annual holiday pay)	
<small><sup>^</sup> These hours in combination with any other temporary services hours can not exceed the limits specified in the Temporary Services Policy.</small>	
<small>* Please note that payments must be based on the University of Aberdeen salary scale.</small>	

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

Name: <i>(in block capitals)</i> _____
Signed: _____ Date: _____

**SECTION D: FOR OFFICE USE ONLY**

<p><b>FINANCIAL AUTHORISATION</b> <i>(for budget code and availability of funds)</i></p> <p>Signed: _____</p> <p>Date: _____</p>	<p><b>HUMAN RESOURCES</b> <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:	_____
Address:	_____ _____ _____	National Insurance Number: __ / __ / __ / __ / __	
Post Code:	_____		
Tel:	_____	Email:	_____
Emergency Contact: (name & telephone)	_____		

**Section F: PAYROLL AND BANKING DETAILS (to be completed by the individual)**

Bank/Building Society Name:	_____	Sort Code:	__ / __ / __
Account Name:	_____	Account No:	_____
Branch Address:	_____		

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

I authorise the University of Aberdeen, until further notice, to credit my salary/wage and any other payments to the bank/building society account specified above, via the Bank Automated Clearing System (BACS), and to make appropriate Payroll deductions. I attach my P45/my P45 will be sent later/I require a P46/P38(S) instead (*delete as appropriate*)

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.

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.

I have read the attached terms and conditions and I accept the appointment subject to the terms and conditions specified.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section I: EQUAL OPPORTUNITIES MONITORING FORM AND HESA DATA REQUIREMENTS**

The University requires this data for equal opportunities monitoring and statistical purposes only.

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Gender:** *Please tick the appropriate box*

Female  Male

**Ethnic Origin:** Please tick the appropriate box that describes your ethnic origin:

- |   |  |
|---|--|
| <input type="checkbox"/> Asian or Asian British – Bangladeshi | <input type="checkbox"/> Mixed White & Black – African   |
| <input type="checkbox"/> Asian or Asian British – Indian      | <input type="checkbox"/> Mixed White & Black – Caribbean |
| <input type="checkbox"/> Asian or Asian British – Pakistani   | <input type="checkbox"/> Other Asian Background          |
| <input type="checkbox"/> Black or Black British – African     | <input type="checkbox"/> Other Black Background          |
| <input type="checkbox"/> Black or Black British – Caribbean   | <input type="checkbox"/> Other Ethnic Background         |
| <input type="checkbox"/> Chinese                              | <input type="checkbox"/> Other White Background          |
| <input type="checkbox"/> Information Refused                  | <input type="checkbox"/> White – British                 |
| <input type="checkbox"/> Irish Traveller                      | <input type="checkbox"/> White – Irish                   |
| <input type="checkbox"/> Mixed White & Asian                  | <input type="checkbox"/> White – Scottish                |

**Disability:** Please tick the box that describes your disability status

Not Disabled  Disabled

If disabled please describe your disability \_\_\_\_\_

Please also specify any impairment that may have an effect on your ability to undertake the duties of this appointment.

**Nationality:** *Please enter your nationality* \_\_\_\_\_

**Thank you for completing this form. This page of the form will be treated as confidential in accordance with the requirements of current data protection legislation. It may be used by the University for statistical purposes and will be disclosed to HESA in accordance with its reporting requirements.**

**Work should not commence until the form is fully completed and appropriately authorised.**

**Once this form has been fully authorised you will be sent a copy confirming that you are authorised to undertake the work indicated in section B and payment based on the information given in that section will be made on receipt, by the Payroll Office, of appropriately certified timesheets. The information on the following page details the principal terms and conditions relating to your temporary engagement with the University.**

## **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.

### **Criminal Convictions**

It is a condition of your appointment that you notify your Line Manager, who will seek advice from a Human Resources Adviser, if you are convicted of an offence during the course of your employment with the University.

### **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.