

UNIVERSITY OF ABERDEEN

TEMPORARY SERVICES AND FRACTIONAL APPOINTMENTS

1 INTRODUCTION

A review of the procedures associated with temporary services appointments was undertaken as part of the implementation of the Framework Agreement. The new procedures introduce uniformity to the process of engaging temporary services appointments while allowing Schools and Sections the flexibility to appoint and retain control of this process at a local level. The following information and procedures have been developed following the University Management Group's approval of recommendations in relation to the future appointment of individuals on a temporary services basis. The new arrangements will apply to all such appointments from Session 2007/2008.

2 WHAT IS 'TEMPORARY SERVICES'?

'Temporary Services' refers to the appointment of individuals on a casual or hourly-paid basis to resource periods of pressure, unexpected absence or specialist expertise within Schools or Sections. Individuals appointed through the Temporary Services route are not employees but are nevertheless entitled to receive limited statutory and occupational benefits.

3 WHEN IS A TEMPORARY SERVICES APPOINTMENT APPROPRIATE?

Individuals may be engaged on a temporary services basis if their services are required for less than 0.1 FTE in a complete academic year.

- For those engaged to perform Academic or Academic-Related duties (Grades 5-9) this equates to a maximum of 207 hours in a full academic year. This calculation is based on a notional working week of 40 hours.
- For those engaged to perform Support staff duties (Grades 1-4) this equates to a maximum of 189 hours in a full academic year. This calculation is based on the standard working week of 36.5 hours.

All temporary services appointments will be paid an hourly rate derived from the University's pay scale. Details of the University's current Grading Structure can be obtained from www.abdn.ac.uk/hr/policies/documents/Grade_structure_hourly_rates%20from%20October2008.xls A procedure for the use of market supplements will be developed for specialist areas where the University's hourly rates are not competitive.

Individuals engaged on a temporary services basis will be paid for those hours reasonably required to undertake the duties of the role. Schools and Sections should define the work that is required and payment should be made for all activities that may reasonably be expected of the individual. The assessment of the number of hours to be offered to individuals will be determined by Schools and agreed with the individual. In the case of teaching and related activities Schools should offer individuals work that takes account of activities such as preparation time, exam marking and administration in addition to the required delivery of material. Appendix 2 provides an example of a spreadsheet that has

been developed to assist Schools in this matter. Payment to the individual for performing the temporary services role will be made following the submission of appropriately authorised temporary services timesheets.

3.1 Fractional Contracts

Individuals required for 0.1 FTE or more will be employed on a part-time contract of employment linked to the evaluated grade for the role. As part of the employment process a PERSYS form will be required and the individual should complete an Employee Information Form (EI1). Where the proposed FTE is 0.2 or over the appointment will normally be subject to a full recruitment process.

3.2 Job Evaluation

All temporary services positions will be evaluated using the University's agreed job evaluation processes. This will include, as appropriate, matching to generic role profiles that will be developed to support temporary services appointments. For Academic and Research roles these will be matched to the appropriate National Academic Role Profile. The evaluations will be used to determine the appropriate grade for the position. The relevant Human Resources Officer for each area will be able to assist Schools and Sections to determine the correct grade for a position and the appropriate salary placing on the evaluated grade.

The table below provides examples of the types of roles for which appointments may be requested through the temporary services route. The National Academic Role Profiles have been used, where appropriate. The list is not exhaustive and is intended to give Schools and Sections guidance on what may be the appropriate Grade for a number of generic roles within the University.

Typical Role	National Role Profile Level	University of Aberdeen Grade
Basic Clerical Assistant duties Student Ambassadors Laboratory Attendants	n/a	1
Casual Library/Information Assistant	n/a	1-2 (dependant on duties)
Technical Assistants IT Assistant	n/a	2-4 (dependant on duties)
Casual Sports Attendants	n/a	3
Demonstrators	n/a	4
Research Nurse	n/a	5-6 (dependant on duties)
Research Assistant Tutorial Assistant Teaching Assistant	Level 1	5
Research Fellow Teaching Fellow	Level 2	6
Lecturer	Level 3	7
Senior Teaching Fellow *Senior Lecturer Highly skilled subject specialist from other educational establishments or industry	Level 4	8

*Chair Widely recognised subject specialist in their field from other educational establishments or industry	Level 5	9
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* Individuals engaged on a temporary services basis to perform clinical duties will be paid an hourly rate based on the appropriate clinical staff salary scale.

4 APPOINTMENT PROCEDURE

Temporary services appointments allow Schools or Sections to resource periods of pressure, unexpected absence or specialist needs and should not normally be for a period in excess of 1 academic year. Where there is likely to be an on-going requirement for a particular type of activity, in line with good practice, appointments should be made through a normal recruitment process.

Existing staff cannot be engaged or paid through this procedure. The procedure is authorised for genuine temporary services appointments only and should not be used as an alternative route for staff consultancy. Any self-employed individual (i.e. defined as 'Schedule E' by HM Revenue and Customs) cannot be paid through this route and will be paid following the submission of an invoice.

Where temporary services individuals are appointed without a full recruitment process and without the position being advertised Schools and Sections are reminded of their obligations under the University's equal opportunities/diversity policy and should ensure that any individual appointed through the temporary services route has the necessary skills/experience and competencies required to undertake the duties and responsibilities assigned to them.

4.1 Forms

The new form TA1 for temporary services appointments allows Schools/Sections to engage staff quickly in response to their changing needs. Section B of the form should be completed by the School/Section to include:

- Nature of the work to be undertaken.
- Hours to be worked with dates.
- Grade and hourly rate.
- Maximum payment and Ledger Code.

The form must be authorised by the Head of School/Section or nominated Deputy. Financial authorisation will be confirmed by the Senior College Accountant or Research Financial Services depending on the source of funds. The entitlement of the individual to work in the UK and to be paid through this route will be confirmed by the appropriate Human Resources Officer.

Sections E-H must be completed by the individual to be appointed. This form gathers personal and banking details and also data necessary for the University to comply with the national HESA reporting requirements.

Once fully completed and authorised the original form should be forwarded by the relevant School/Section to the Payroll Office with a copy provided to the Human Resources Office; the individual should also receive a copy as confirmation of their appointment. The form

contains the principal terms and conditions relating to the individual's temporary services appointment and removes the need for any further letters or contracts to be issued to the individual.

The aim is to ensure prompt payment is made to individuals for the work they have undertaken. It is therefore essential that all forms are processed as quickly as practicable and, as far as possible, in advance of any work being undertaken.

Payment for the work undertaken will be processed by the Payroll Section on receipt of appropriately authorised timesheets (Form TA1TS) from the relevant School/Section.

There is no requirement to submit timesheets to initiate payment for staff employed on a fractional contract as they will receive a pro-rated salary for the period specified on the authorised PERSYS form.

5 HOLIDAY PAY

Individuals engaged on a temporary services basis are now entitled, by UK employment legislation, to pro-rated holidays calculated by reference to the holiday entitlement for the grade to which the requirements of the role have been matched.

- Full-time Academic and Academic-Related staff are entitled to 41 days of annual leave which translates to an hourly holiday pay entitlement of 15.8% of the hourly rate, for each hour worked.
- Full-time Support staff are entitled to 34 days of annual leave which translates to an hourly holiday pay entitlement of 13.1% of the hourly rate, for each hour worked.

Accrued holiday pay must be paid in respect of temporary services appointments at a time when the individual is not required to work for the University.

6 CHECKS

In accordance with University policy all appointments are subject to certain checks. Schools and Sections must ensure that any individual appointed is:

- competent to undertake the role;
- has the necessary rights to work within the UK in accordance with current immigration regulations (details attached as Appendix 3).
- has been checked by Disclosure Scotland in accordance with the University's policy on the Protection of Vulnerable Groups as appropriate.

If Schools and Sections have any queries about the required checks they should contact the HR Officer for their area or the Human Resources Section in the University Office for information or advice.

7 PROTECTION OF VULNERABLE GROUPS (DISCLOSURE SCOTLAND)

The Protection of Vulnerable Groups (Scotland) Act 2007 came into effect on 28 February 2011. It created a membership scheme to replace the previous Disclosure Scotland checking system for individuals who work with children and/or protected adults. The

legislation makes it an offence for an organisation to employ a person who is barred from working with children and/or Protected Adults and for an individual to put themselves forward for regulated work whilst barred.

Disclosure Scotland has confirmed that Higher Education Institutions are included within the Protection of Vulnerable Groups legislative framework. However, not all individuals who come into contact with children or Protected Adults through their work are doing regulated work under the terms of the Act. Therefore, only University employees who are specifically employed for the majority of their time in caring for, supervising and advising children and/or Protected Adults will require Scheme membership.

Heads of School who employ Temporary Services staff are responsible for ensuring that appropriate PVG Scheme checks have been undertaken where required for all those who are employed on this basis prior to them taking up the position. Similar arrangements should also be made for self-employed individuals who are paid outwith this route on the submission of invoices. If the timescale associated with the checking process is likely to cause serious problems, authorisation for an early commencement of employment may be sought from the Head of College/University Secretary through the risk assessment process.

Examples of the types of role where it may be appropriate for the postholder to have PVG Scheme membership. Disclosure Scotland has provided guidance to the Higher Education sector on the types of roles within Universities that will be covered by the Act and College Human Resources Advisers will work with the relevant Schools/Sections to identify any posts that will require Scheme membership in addition to those which are listed.

8 REPORTING AND RECORD KEEPING

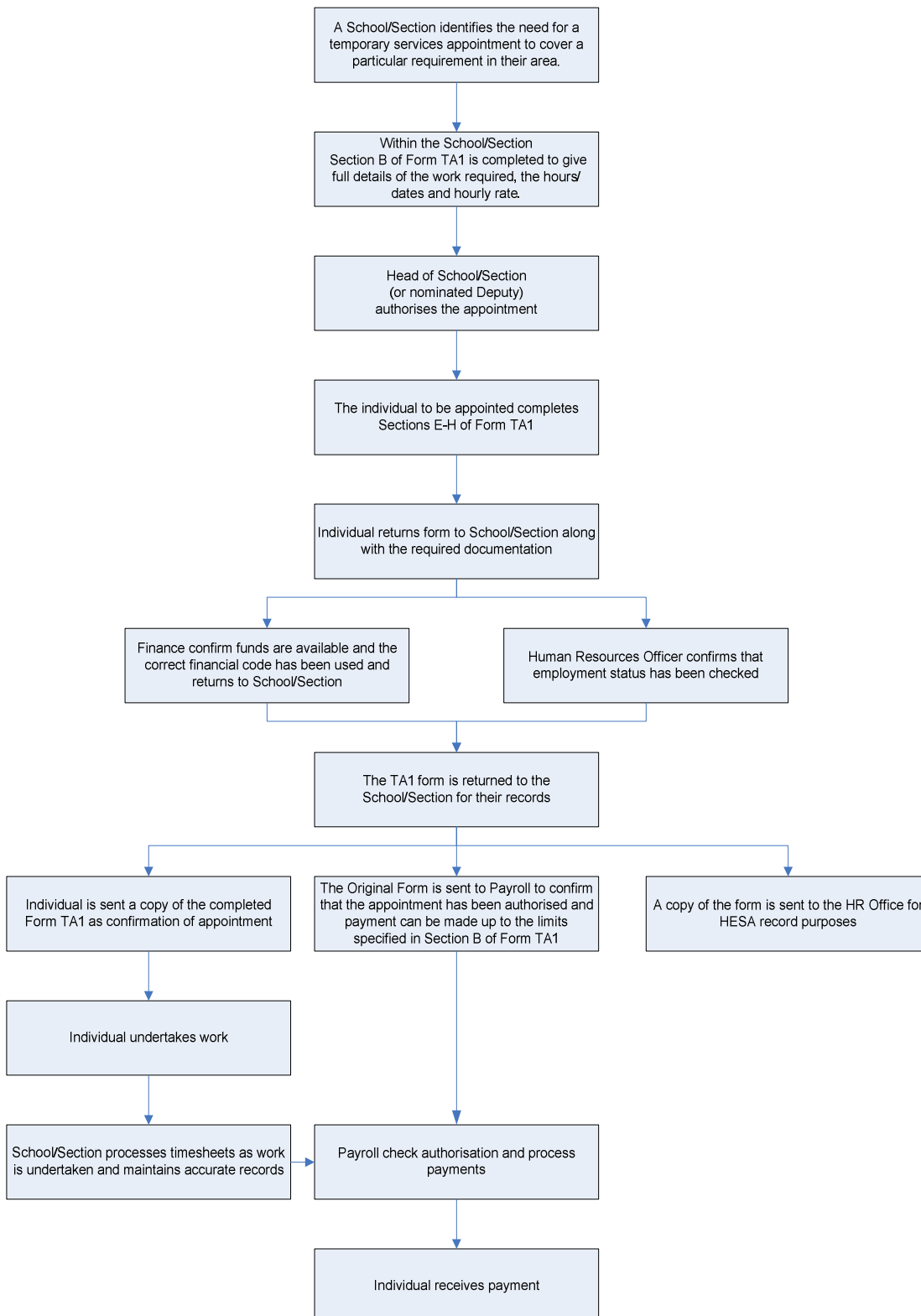
Schools and Sections are requested to keep full and accurate records of the use of temporary services appointments as such records may be audited from time to time. Summary information will be requested from Schools and Sections for reporting to UMG on a quarterly basis as part of the standard Monthly Management Reporting process.

9 ID CARDS

Individuals engaged on a temporary services basis are not issued with Staff ID Cards. If they require a swipe card to access buildings Schools and Sections should issue the individual with a trust card which will allow them access to the building in which they are required to work. Trust cards are available from the Estates Section and their use should be controlled by the issuing School or Section.

Where individuals require access to the library facilities in connection with their activities there is a procedure within the Library for granting personal staff membership and borrowing rights. In these circumstances the School or Section should complete the necessary forms and on the payment of a £15 administrative charge the individual will be given access and borrowing rights. In proposing individuals for membership of the library through this route Schools or Sections are accepting liability for any loss of library materials or charges associated with the memberships. A copy of the application form is included for information as an appendix to this procedure.

TEMPORARY SERVICES APPOINTMENTS FLOWCHART



Name	A Tutor
Session	2006/7
Course	
Class Type	Tutorial

Presentations	6
Groups	5
Class duration	1.00

Classes	30.00
Contact hours	30.00

Preparation hours for each presentation	3.00
Additional hours for a group (e.g. to mark tutorial work)	0.50

Total preparation hours	18.00
Total class marking hours	15.00

Total teaching hours	63.00
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Coursework marking:

Number Students	50
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Coursework item	1	2	3	4	5
Hours to mark one submission					

Total					
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Hours for teaching and marking	63.00
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Other hours

Induction	1
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Normally the number of weeks - assuming that in each week one topic is presented to one or more groups. Number of tutorial/lab groups to which the same topic is presented in a week or presentation instance. Normally an hour for a tutorial. NB This may be more for a lab or practical class.

-
-
-
-
-

Total

64.00

ACCEPTABLE DOCUMENTS UNDER THE ASYLUM AND IMMIGRATION ACT 1996

(You must provide either one document from list one or a combination of documents from list two)

LIST 1:

- A passport showing that the holder is a British citizen or has right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or a national identity card.
- A residence permit issued by the United Kingdom to a national from a European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

If you have provided one of these documents there is no need to provide any further documents contained in List 2.

LIST 2:

FIRST COMBINATION – you will not be able to provide one document from the first combination and one from the second combination.

- a) A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance Card, or a letter from a Government agency.

Along with the document giving your National Insurance number you must also provide one of the following documents listed in sections B-H:

- b) A full birth certificate issued in the United Kingdom which includes the names of the holder's parents; **OR**
- c) A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; **OR**
- d) A certificate of registration or naturalisation stating that the holder is a British citizen; **OR**
- e) A letter issued by the Home Office which indicates that the person named can stay indefinitely in the United Kingdom or has no time limit on their stay; **OR**
- f) An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named can stay indefinitely in the United Kingdom or has no time limit on their stay; **OR**

- g) A letter issued by the Home Office which indicates that the person named in it can stay in the United Kingdom and this allows them to do the type of work you are offering; **OR**
- h) An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named can stay in the United Kingdom and this allows them to do the type of work you are offering.

SECOND COMBINATION

- a) A work permit or other approval to take employment that has been issued by the Work Permits UK.

Along with a document issued by Work Permits UK you should provide one of the following documents listed in sections B-C:

- b) A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; **OR**
- c) A letter issued by the Home Office confirming that the person named is able to stay in the United Kingdom and can take the work permit employment in question.

REGULATED POSITIONS

Not all individuals who come into contact with children or Protected Adults through their work are doing regulated work under the terms of the Act. Therefore, only University employees who are specifically employed for the majority of their time in caring for, supervising and advising children and/or Protected Adults will require Scheme membership.

Individuals who are employed to conduct activities for all students are not deemed to be in a Regulated Position in relation to work with children.

In relation to working with Protected Adults, posts which require individuals to provide a “welfare service” i.e. a service which provides support, assistance, advice or counselling to individuals with particular needs, will be considered as being a Regulated Position.

The service must be a service that:

- Is provided in the course of work to one or more persons aged 16 or over
- Is delivered on behalf of the University
- Requires training to be undertaken by the person delivering the service
- Has a frequency and formality attached to the service
- Is personalised to an individual adult’s needs OR requires a contract to be signed between the service provider and the recipient of the service prior to the service being carried out.

It should be noted that an individual is only a Protected Adult at the time they receive the service. Although it is anticipated that they will be small in number, there are a variety of different areas where it may be appropriate to undertake a PVG Scheme Record check. Posts within the University which are deemed to be Regulated Positions include:

Work with Children

- Staff who may be involved in events organised for children or school visits
- Sports Attendants involved in delivering activities provided for children
- Staff who are required to work in schools
- Rocking Horse Nursery manager
- Academic staff who have responsibility for the provision of advice and guidance primarily to first year undergraduate students.

Work with Protected Adults

- Disability Advisers (if providing a welfare service)
- Student Support Advisers (if providing a welfare service)
- Counsellors within the Counselling Service (if providing a welfare service)
- Chaplaincy staff (if providing welfare service)
- Non Medical Personal Assistants (if providing welfare service)

Work with Children and Protected Adults

- Clinical Academic staff who undertake clinical duties
- Research Nurses with unsupervised one-to-one contact with Children and/or Protected Adults and/or who undertake clinical duties.

It should be noted that this list is provided for illustrative purposes only and is not intended to be exhaustive. Further advice and guidance is available from your Human Resources Adviser.

Form TA1 (Revised November 2008)
UNIVERSITY OF ABERDEEN
TEMPORARY SERVICES APPOINTMENT

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 DISCLOSURE SCOTLAND CHECK MUST BE UNDERTAKEN PRIOR TO ANY INDIVIDUAL COMMENCING WORK WITH THE UNIVERSITY IN A DESIGNATED "CHILDCARE POSITION".
 For further information, please refer to the Principal Terms and Conditions.

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 [^] : _____	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: <i>(in block capitals)</i> _____	
Signed: _____	Date: _____

SECTION D: FOR OFFICE USE ONLY

FINANCIAL AUTHORISATION <i>(for budget code and availability of funds)</i> Signed: _____ Date: _____	HUMAN RESOURCES <i>(employment status checked)</i> Signed: _____ Date: _____
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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: __ / __ / __ / __ / __
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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 with another employer? YES / NO

If yes please give details / date(s) _____

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.

Form EI1

UNIVERSITY OF ABERDEEN

EMPLOYEE INFORMATION FORM

In order to ensure prompt processing of data, and to avoid delay in salary/wage payments, please complete and return this form to Human Resources, University Office, King's College, Aberdeen, AB24 3FX as soon as possible. Please read all notes carefully. If you have not previously submitted a CV/application form please attach a CV for our records.

Last Name ¹ : _____		Title _____
First Name(s) ² : _____		National Insurance Number: __ / __ / __ / __ / __
Address: _____		
_____		Date of Birth: _____
_____		School/Section: _____
_____		Job Title: _____
Post Code: _____		Start Date: _____
Tel: _____		Email: _____
Emergency Contact: <i>(name and telephone)</i> ³ _____		

PAYROLL & BANKING DETAILS

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

DECLARATION

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)*

In addition, I declare that the information contained in this form is accurate. I attach appropriate documentation as evidence of my immigration and nationality status in accordance with UK legislation.

Signature: _____ Date: _____

¹ Use block capitals. If you have a name that involves both upper and lower case letters after the initial letter (e.g. MacDonald) please indicate the correct spelling
² Please underline the name by which you prefer to be known or are commonly known, if it is not your first name.
³ This may or may not be your next of kin.



Name
[surname, forename(s)] _____

National Insurance Number

If a National Insurance number has not been provided, please ensure the employee has applied for one. In the meantime, a date of birth must be provided.

Payroll Reference
[from payslip or ID badge] _____

School/College Location [University Building] _____

Form: TA1TS Temporary Services Appointment - Hourly Paid Timesheet

This form should be used to request payment for individuals who have been engaged on hourly paid temporary services appointments. Requests for payment can only be processed after Form TA1 has been completed and received by the Payroll Office, fully authorised by the various departments.

Monthly payments will be calculated, in arrears, using the information received by the Payroll Office prior to their cut-off dates.

Any timesheets received after the Payroll cut-off will be processed in the next pay period.

All payments will be subject to the appropriate statutory deductions.

All claims must be authorised by the relevant line-manager or other senior management

Date from	Date to	Hours Claimed	Hourly Rate	Ledger Code [16 characters] Nominal [4] Budget [5] Activity [7]	Gross Amount Due	Date sent to Payroll	Remarks

Cumulative hours _____ (for the Current Academic Session) [see limits below]

For administrative purposes, all **hours** for the Current Academic Session can be included above [being copied from previous claim(s)], but only those due to be paid should have an Hourly Rate, Ledger Code and Gross Amount Due entered.

Cumulative hours for the Current Academic Session may not exceed 189 hours for staff employed on Grades 1-4 or 207 hours for staff employed on Grades 5-9. [If hours required are greater than these totals, you should contact Human Resources].

When known to be the final claim, please add a note in the Remarks column.

Contact person in case of query _____

Telephone extension no. _____ e-mail address _____

Authorised by [budget holder] _____

Full Name [please print] _____ Date _____

Form: TA1TS August 2007

Completed form to be forwarded to the Payroll Office, Room 45 University Office

PROPOSAL FOR PERSONAL STAFF MEMBERSHIP AND BORROWING RIGHTS AT LIBRARY AND HISTORIC COLLECTIONS, UNIVERSITY OF ABERDEEN*

* Staff in possession of a valid ID card are automatically eligible for Library membership. This form applies only to employees in other categories.

Name of Candidate for Library Membership: _____

Post Title: _____

Expiry date of post: _____

Hosting Department : _____

Proposed by (who must have full-time contract): _____

Please indicate why Library membership is required.

NB. In proposing this person for Library membership the department accepts liability for any loss of library materials or charges associated with this membership.

There is an administrative charge of **£15.00** per membership payable by the submitting department for the issuing of a library card. Any extension requires a further £15.00 payment.

Signed by Head of Department/School:

Name of Head of Department/School (PLEASE PRINT)

Date: _____

The completed application form together with the administration fee (either cash or proof of payment to ledger code 0650 LB000 UZZ0000) should be sent to:

CIRCULATION SERVICES MANAGER,
QUEEN MOTHER LIBRARY,
MESTON WALK,
ABERDEEN
AB24 3UE

Applicants will be required to bring appropriate photographic ID to the Library, where they will complete a membership form and a card will be issued.

MMB&WP 22.11.2008