Form TA1 TEMPORARY SERVICES APPOINTMENT
(Last updated February 2017)

Title

First Name

Surname

Payroll No.

INSTRUCTIONS FOR COMPLETION:

• This form should not be printed. Instead, it should be attached to an email as PDF
• Ensure worker meets the intended criteria.
• The School/Section to complete Section C concerning the main details of the post.
• Head of School/Section to sign the authorisation – Section A
• Employee to complete and sign – Sections D - I
• HR Adviser to authorise form – Section B

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

TEMPORARY SERVICES CRITERIA (MUST BE MET)

• The individual will be working for less than 0.1 FTE per annum e.g. half a day per week for up to 12 months
• The individual will work for no more than 12 months
• The individual is not a current or honorary member of staff or a sponsored researcher
• The individual will not be providing a consultancy service
• The individual is not self-employed (ie Schedule E as defined by HM Revenue and Customs)
• The individual must provide evidence that he/she is legally entitled to work in the UK

A SATISFACTORY PVG 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.

Section A

AUTHORISATION BY HEAD OF SCHOOL/SECTION OR DEPUTY HEAD OF SCHOOL/SECTION

Name:

Approved (please tick):

YES ☐ NO ☐

Signature:

Date:

It is a condition that any international student studying an undergraduate or post graduate degree can only work a maximum of 20 hours per week during term time. Details of the term dates can be found: http://www.abdn.ac.uk/infohub/study/term-dates-201415-631.php

Please be aware that they are limited to work 20 hours per week in total, this includes other part time employment they may have within or outwith the University.

It is essential that you monitor the hours that they will undertake in their appointment within your School so that they do not contravene the terms of their visa.
## Section B  FINANCE / HR AUTHORISATION

### FINANCIAL AUTHORISATION (FOR EXTERNALLY FUNDED POSTS ONLY)
(Budget code and availability of funds)

<table>
<thead>
<tr>
<th>Name:</th>
<th>YES □ NO □</th>
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</thead>
<tbody>
<tr>
<td>Signature:</td>
<td></td>
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<tr>
<td>Date:</td>
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</tbody>
</table>

### HUMAN RESOURCES
(Employment status checked)

<table>
<thead>
<tr>
<th>Name:</th>
<th>YES □ NO □</th>
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<tbody>
<tr>
<td>Signature:</td>
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<tr>
<td>Date:</td>
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</table>

## Section C  SCHOOL/SECTION: DETAILS OF WORK TO BE UNDERTAKEN

<table>
<thead>
<tr>
<th>Proposed Title:</th>
<th></th>
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<tbody>
<tr>
<td>Nature of Work:</td>
<td>(please provide a full description of duties/activities)</td>
</tr>
</tbody>
</table>

Is a PVG Scheme check required? (please refer to Temporary Services Procedure or click here)

| YES □ NO □ | |

School: |
Section: |
Start Date: |
End Date: |
Name of Line Manager: |

<table>
<thead>
<tr>
<th>Maximum number of hours to be worked:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB. Please liaise with your HR Partner or Adviser to discuss, should it become apparent that the individual has more than one temporary services appointment.</td>
</tr>
<tr>
<td>These hours in combination with any other temporary services hours cannot exceed</td>
</tr>
<tr>
<td>Grades 1-4  189 hours</td>
</tr>
<tr>
<td>Grades 5+  207 hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maximum payment over period:</th>
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</thead>
<tbody>
<tr>
<td>(Excluding accrued annual holiday pay)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade equivalent :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please note that payments must be based on the University of Aberdeen salary scale.</td>
</tr>
<tr>
<td>*Salary Scales</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Salary Point:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate*:</td>
</tr>
<tr>
<td>Hourly Rates</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Ledger Code:</th>
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<tbody>
<tr>
<td>% Charge:</td>
</tr>
<tr>
<td>% Charge:</td>
</tr>
<tr>
<td>% Charge:</td>
</tr>
</tbody>
</table>
### WORKER SECTIONS D - I

**Work MUST not commence until the form is fully completed and 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 C and payment based on the information given in that section will be made on receipt, by the Payroll Office, of appropriately certified timesheets.

**Notes:**

Please use BLOCK capitals and if you have a name which involves both upper and lower case letters after the initial letter (eg Macdonald), please indicate the correct spelling in brackets.

**Home Address:**

If you change your home address, please remember to advise us.

**National Insurance Number:**

If you have not already been allocated a permanent National Insurance number, you will have to apply for one by telephoning Jobcentre Plus on Tel 0345 600 0643 - lines are open 8.00 am to 6.00 pm Monday to Friday. Please be aware that a National Insurance number which starts TN is not a valid number. If you cannot yet provide your permanent National Insurance number, please do not delay returning this form but communicate directly to the Payroll Office on receipt (payroll@abdn.ac.uk).

**Bank Account:**

Please be aware your salary can only be paid into a UK bank account. If you cannot provide this prior to starting work, please do not delay returning this form.

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**Section D**

**WORKER: PERSONAL DETAILS (to be completed in block capitals)**

<table>
<thead>
<tr>
<th>Title:</th>
<th>First Name(s):</th>
<th>Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td>National Insurance Number:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post Code:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel:</td>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Emergency Contact: (name &amp; telephone):</td>
<td></td>
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</tr>
</tbody>
</table>

**Section E**

**WORKER: PAYROLL AND BANKING DETAILS**

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

Please note that any hours that you work will be paid one month in arrears, upon the submission of authorised timesheets.
### Section F  WORKER: 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 ☐

Please note that if you have a visa you will only be able to work one month prior to the expiry date on your visa to allow for your final payment being processed.

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

Date:

If applicable, has a PVG Scheme application form been completed for this employment?  
YES ☐ NO ☐

### Section G  WORKER: IMPORTANT TAX INFORMATION

**Starter Declaration** – Enter an ‘x’ to select only one of the following statements A, B or C

A ☐ This is my first job since last 6 April and I have not been receiving taxable Jobseeker’s Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.

B ☐ This is now my only job but since last 6 April I have had another job, or have received taxable Jobseeker’s Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.

C ☐ As well as my new job, I have another job or receive a State or Occupational Pension.

If / when you have **HMRC form P45 from** a previous employer, please forward it direct to the Payroll Office, Room 45 University Office, King’s College, Aberdeen, AB24 3FX

**Student Loan Information**

Do you have a student Loan which is not fully paid?  
YES ☐ NO ☐

If YES answer the following question is this section. If NO only answer the next two

Did you finish your studies before the last 6 April?  
YES ☐ NO ☐

Are you repaying your Student Loan direct to the Student Loans Company by agreed month payments?  
YES ☐ NO ☐
Student Loan plans

What type of Student Loan do you have?

☐ Plan 1 Student Loan
- You lived in Scotland or Northern Ireland when you started your course, or
- You lived in England or Wales and started your course before 1 September 2012

☐ Plan 2 Student Loan
- You lived in England or Wales and started your course on or after 1 September 2012.

Section H WORKER DECLARATION (to be completed by the individual)

I authorise the University of Aberdeen, until further notice, to credit my salary and any other payments made in connection with my employment to the bank/building society account specified above.

I have been advised of my right to join a pension scheme and have been provided with information on how to join a pension scheme. I acknowledge that further information about the scheme 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 Temporary Services criteria detailed. 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.

For tier 4 visa holders only

As a holder of a Tier 4 visa, I am required to let University of Aberdeen know of any of the following changes to my circumstances:
- Any alteration to the terms of my visa;
- The details and status of any pending visa extension applications;
- Any change to my personal contact details.

I am aware, it is a condition of my visa that I can only work a **maximum of 20 hours per week during term time** not calculated as an average for the duration of my appointment. I am aware that I am limited to work 20 hours per week in total. This includes other part time employment you may have within or outwith the University. Any hours worked over this 20 hour limit is in direct breach of the terms of my visa and could lead to the removal of your Tier 4 visa.

In addition, if I wish to undertake full time employment with the University, during vacation time, I will be required to provide proof that teaching and assessment for my course has formally ceased.

Signed: 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(s): 

Last Name:

**Gender:** Please tick the appropriate box

- [ ] Female
- [ ] Male

Is your gender identity the same as the gender you were originally assigned at birth:

- [ ] YES
- [ ] NO

**Nationality:**

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

- [ ] Asian or Asian British – Bangladeshi
- [ ] Asian or Asian British – Indian
- [ ] Asian or Asian British – Pakistani
- [ ] Black or Black British – African
- [ ] Black or Black British – Caribbean
- [ ] Chinese
- [ ] Information Refused
- [ ] Irish Traveller
- [ ] Mixed White & Asian
- [ ] Mixed White & Black – African
- [ ] Mixed White & Black – Caribbean
- [ ] Other Asian Background
- [ ] Other Black Background
- [ ] Other Ethnic Background
- [ ] Other White Background
- [ ] White – British
- [ ] White – Irish
- [ ] White – Scottish

**Disability:** Do you have a disability?

- [ ] YES
- [ ] NO

Please describe your disability:

- [ ] Two or more impairments
- [ ] Specific Learning Disability
- [ ] General Learning Disability
- [ ] Cognitive Impairment
- [ ] Long-standing illness or health condition
- [ ] Mental health condition
- [ ] Physical Impairment
- [ ] Deaf or serious hearing impairment
- [ ] Blind or serious visual impairment
- [ ] Other type of disability
- [ ] Information Refused

**Religion:** I belong to the following religion, religious body or denomination:

- [ ] No religion
- [ ] Buddhist
- [ ] Christian – Church of Scotland
- [ ] Christian – Roman Catholic
- [ ] Christian – Other Denomination
- [ ] Hindu
- [ ] Jewish
- [ ] Muslim
- [ ] Sikh
- [ ] Spiritual
- [ ] Any Other Religion or Belief
- [ ] Information Refused

**Sexual Orientation:** My sexual orientation is:

- [ ] Bisexual
- [ ] Gay Man
- [ ] Gay Woman
- [ ] Heterosexual
- [ ] Other
- [ ] Information Refused

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.
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 C 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 C and will be subject to receipt of appropriately certified timesheets to the school reporter. Any submissions not received by the Payroll cut-off each month will be carried forward for payment to the subsequent month. All timesheets must be submitted by your School/Department.

Paid Leave
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.

Sick Pay
As you are appointed on a casual temporary basis you are not entitled 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 entitled to receive any Occupational Maternity or Paternity Leave. You may however be entitled to Statutory Maternity Pay 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 have a right to join the University of Aberdeen Superannuation and Life Assurance Scheme (UASLAS). Further information is available, on request, from the University's Pension Office.

Individuals appointed to the University's Grades 5-9 have a right to join the Universities Superannuation Scheme (USS). Further information 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.
**Immigration**
This offer of appointment is conditional upon receipt of formal documentary evidence of immigration and nationality status in accordance with current UK Immigration Regulations.

**ID Card**
Individuals engaged on a temporary services basis are not issued with Staff ID cards. The School/Section, which appointed you, will issue you with a Trust Card. This will allow you access to the building in which you are required to work.

**IT Account**
You will be provided with a University IT account for the duration of your temporary services appointment in order for you to undertake your activities where required. Provision of this account does not denote employment status.

**For University of Aberdeen students only:**
This account is in addition but separate to any student account you may hold with the University. It is your responsibility to monitor both accounts.
**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.

<table>
<thead>
<tr>
<th>Name of Candidate for Library Membership:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Title:</td>
</tr>
<tr>
<td>Expiry date of post:</td>
</tr>
<tr>
<td>School:</td>
</tr>
<tr>
<td>Section:</td>
</tr>
<tr>
<td>Proposed by (must have full-time contract):</td>
</tr>
<tr>
<td>Please indicate why Library membership is required:</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Signed by Head of School/Section</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Head of School/Section</td>
<td>Date:</td>
</tr>
</tbody>
</table>

The completed application form together with the administration fee (either cash or proof of payment to ledger code 1622 243 CF10293-12) should be sent to:

**CIRCULATION SERVICES MANAGER**  
**UNIVERSITY LIBRARY**  
**BEDFORD ROAD**  
**ABERDEEN**  
**AB24 3AA**

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.