

<b>Title</b>	
<b>First Name</b>	
<b>Surname</b>	
<b>Payroll No: (starts 41)</b>	

#### INSTRUCTIONS FOR COMPLETION

- This form **should not be printed**. It should be attached to an email as PDF
  - **Ensure the worker meets all the intended criteria below**
  - The **School/Section** should complete **Section C** concerning the main details of the post – the form will be returned if this is not completed
  - **Head of School/Section** should sign the authorisation in **Section A** – the form will be returned if not signed
  - If **Financial authorisation** is required, this is in **Section B**
  - **Employee** should complete and sign **Sections D-H**
  - Right to Work check **must be included** as a separate document
    - British/Irish nationals – manual rtwc (adjusted rtwc until Sept 22)
    - [www.gov.uk/view-right-to-work](http://www.gov.uk/view-right-to-work) :
    - Non EU nationals – online rtwc (share code only)
    - EU, EAA, Swiss nationals – online rtwc (share code only)
  - HR will authorise the form in **Section B** and **return copy to Employee**
- Work MUST not commence until the form is fully completed and appropriately authorised**

#### TEMPORARY SERVICES CRITERIA (MUST BE MET)

- **The role is required to be undertaken in the UK**
- The individual **must** provide evidence they are **legally entitled to work** in the UK
- 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, honorary member of staff or sponsored researcher
- The individual will not be providing a consultancy service
- For **Grade 5+ and Demonstrator posts** an up to date CV must also be provided

**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 OR SECITON**

**Name:**

**Approved:** (please tick below)

YES       NO

**Signature:**

**Date:**

It is a condition of the Tier 4/Student visa regulations that the holder of that visa can only work a maximum of 20 hours per week during term time. A week is defined as Monday to Sunday. As part of this TA1 application, for UGT and PGT students who are Tier 4/Student visa holders, you must supply a copy of their term timetable for the period of appointment. For PGR students on a Tier 4/Student visa, you must supply confirmation from their Supervisor outlining that they can undertake this work in accordance with their visa working permissions.

Please be aware that Tier 4/Student visa holders are limited to work 20 hours per week in total which includes other part time employment and voluntary work either within or out with 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 breach the terms of their visa.

**SECTION B – FINANCE/HR AUTHORISATION**

**FINANCIAL AUTHORISATION (FOR EXTERNALLY FUNDED POSTS ONLY)**

*(Budget code and availability of funds)*

**Name:**

YES    NO

**Signature:**

**Date:**

**HUMAN RESOURCES**

*(Employment status checked)*

**Name:**

YES    NO

**Signature:**

**Date:**

**SECTION C – SCHOOL/SECTION: DETAILS OF WORK TO BE UNDERTAKEN****Proposed Title:** e.g. Student Demonstrator, Teaching Assistant, Research Assistant etc**Nature of Work:** (please provide a full description of work and whether teaching, research, both, technical or support work )**Is a PVG Scheme check required?** (please refer to Temporary Services Procedure or [click here](#)) YES       NO**School:****Section/Department:****Start Date:****End Date:****Line Manager:** (must be provided)**Maximum number hours to be worked:**

**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.

These hours **in combination with any other temporary services hours** cannot exceed

**Grades 1-4 189 hours**  
**Grades 5+ 207 hours**

**Maximum payment over period:**

(Excluding accrued annual holiday pay)

**Grade Equivalent:**

Please note that payments must be based on the University of Aberdeen salary scale

[Salary Scales/Hourly Rates | StaffNet |](#)

**Salary Point:****Hourly Rate:****Payment Ledger Code**

(please enter full 14-digit ledger code – the form will be returned if this not completed)

**Ledger Code****%Charge**

## WORKER SECTIONS D-H - INFORMATION AND GUIDANCE

This role is required to be undertaken in the UK

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 (e.g. 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 Job Centre 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.

## SECTION D WORKER PERSONAL DETAILS - (complete in block capitals)

<b>Title</b>	<b>First Name(s)</b>	<b>Last Name:</b>
<b>Date of Birth</b>	<b>National Insurance Number</b>	
<b>Address:</b>		
<b>Post Code:</b>		
<b>Telephone/Mobile Number:</b>		
<b>Email:</b>		
<b>Emergency Contact Name:</b>		
<b>Emergency Contact Number:</b>		

**SECTION E – WORKER PAYROLL AND BANKING DETAILS****Bank/Building Society Name****Branch Address****Account Name****Sort Code:**        /        /        **Account Number:**

Please note that any hours that you work will be paid one month in arrears, upon the submission of authorised timesheets.

**SECTION F WORKER EMPLOMENT STATUS****Are you based in the UK?** YES         NO**Do you have any other Temporary Services Appointments or Employment contracts with the University of Aberdeen?** YES         NO

If yes, please provide details below:

**Do you have any other employment?** YES         NO

If yes, please provide details below

**Are you currently a registered student at the University of Aberdeen?** YES         NO

If yes, please provide your student ID number:

**Do you have the necessary visa or entry conditions that entitles you to work in UK?** YES         NO

Please note that if you have a visa you will only be able to *work until 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 another employer?**

YES       NO       NOT APPLICABLE

If yes, please give Scheme Record Number and date awarded below:

**Scheme Records Number:**

**Date:**

If no has a PVG Scheme application form been completed for this employment?

YES       NO

### SECTION G WORKER IMPORTANT TAX INFORMATION

Starter declaration – Select **only one** of the following statements A, B, or C

Statement A	Statement B	Statement C
<p>Do not choose this statement if you are in receipt of a State, Works, or Private Pension.</p> <p>Choose this statement if the following applies to you:</p> <p>This is my first job since 6 April and since the 6 April I have not received payments from any of the following</p> <ul style="list-style-type: none"> <li>➤ Jobseekers allowance</li> <li>➤ Employment and Support Allowance</li> <li>➤ Incapacity Benefit</li> </ul>	<p>Do not choose this statement if you are in receipt of a State, Works, or Private Pension.</p> <p>Choose this statement if the following applies to you</p> <p>Since 6 April I have had another job, but I do not have a P45.</p> <p><b>And/or</b></p> <p>Since 6 April I have received payments from any of the following</p> <ul style="list-style-type: none"> <li>➤ Jobseekers allowance</li> <li>➤ Employment and Support Allowance</li> <li>➤ Incapacity Benefit</li> </ul>	<p>Choose this statement if</p> <p>You have another job</p> <p>And/or</p> <p>You are in receipt of a State, Works, or Private Pension</p>
<p>Statement A applies to Me</p> <input type="checkbox"/>	<p>Statement B applies to Me</p> <input type="checkbox"/>	<p>Statement C applies to Me</p> <input type="checkbox"/>

If / when you receive HMRC form P45 from a previous employer, please forward an electronic copy direct to [payroll@abdn.ac.uk](mailto:payroll@abdn.ac.uk)

If you are submitting a paper copy, please send it to the Payroll Office, Room 57, University Office, King's College, Aberdeen, AB24 3FX

## SECTION G STUDENT LOAN DECLARATION

For more guidance about repaying go to [www.gov.uk/repaying-your-student-loan](http://www.gov.uk/repaying-your-student-loan)

For more guidance about funding and repaying go to [www.gov.uk/funding-for-postgraduate-study](http://www.gov.uk/funding-for-postgraduate-study)

### Types of Student Loan Plans

<p>You have <b>Plan 1</b> if any of the following apply:</p> <p>You lived in Northern Ireland when you started your course</p> <p>You lived in England or Wales and started your undergraduate course before 1 September 2012</p>	<p>You have a <b>Plan 2</b> if:</p> <p>You lived in England or Wales and started on or after 1 September 2012</p>	<p>You have a <b>Plan 4</b> if:</p> <p>You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course</p>	<p><b>Postgraduate Loan</b></p> <p>You have a <b>Postgraduate Loan</b> if any of the following apply:</p> <p>You lived in England and started your Postgraduate Master's course on or after 1 August 2016</p> <p>You lived in Wales and started your Postgraduate Master's course on or after 1 August 2017</p> <p>You lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018</p>
<p><b>1. Do you have one of the Student Loan Plans described above which is not fully repaid?</b></p> <p><input type="checkbox"/> If YES, to Question 2</p> <p><input type="checkbox"/> IF NO, go to Question 5</p>	<p><b>5. Do you have a Postgraduate loan which is not fully paid?</b></p> <p><input type="checkbox"/> If YES, go to Question 6</p> <p><input type="checkbox"/> If NO, go to the declaration</p>		
<p><b>2. Did you complete or leave your studies before 6<sup>th</sup> April?</b></p> <p><input type="checkbox"/> If YES, go to Question 3</p> <p><input type="checkbox"/> IF NO, go to Question 5</p>	<p><b>6. Did you complete or leave your Postgraduate Studies before 6<sup>th</sup> April?</b></p> <p><input type="checkbox"/> If YES, go to Question 7</p> <p><input type="checkbox"/> If NO, go to the declaration</p>		

<p>3. <b>Are you repaying your student loan directly to the Student Loans Company by Direct Debit?</b></p> <p><input type="checkbox"/> If YES, go to Question 5</p> <p><input type="checkbox"/> If NO, go to Question 4</p>	<p>7. <b>Are you repaying your Postgraduate loan direct to the student Loans Company by direct Debit</b></p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
<p>4. <b>To avoid repaying more than you need to, tick the correct Student Loans that you have – use the guidance above to help you</b></p> <p><input type="checkbox"/> Plan 1    <input type="checkbox"/> Plan 2</p> <p><input type="checkbox"/> Plan 4    <input type="checkbox"/> Postgrad Loan (England and Wales only)</p>	

**SECTION H – WORKER DECLARATION (to be completed by 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/Student/Student visa holders only**

As a holder of a Tier 4/Student 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** which is 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. In addition, I am aware that this includes other part time employment and any voluntary work, within or out with the University. Any hours worked over this 20-hour limit is in direct breach of the terms of my visa and may lead to the removal of my Tier 4/ Student visa.

I am aware this role is required to be undertaken in the UK.

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:** .....



## **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 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 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 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 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 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.