1. 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. Further information can be found on the ‘Principal Terms and Conditions’ section of the Temporary Services form.

2. 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. This applies to:

- those engaged to perform Academic or Academic-Related duties (Grades 5-9) and equates to a maximum of 207 hours in a full academic year. This calculation is based on a notional working week of 37.5 hours.
- those engaged to perform Support staff duties (Grades 1-4) and 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 using the University’s Grading Structure. Details of the University’s current Grading Structure can be obtained from [https://www.abdn.ac.uk/staffnet/working-here/payroll-information-191.php](https://www.abdn.ac.uk/staffnet/working-here/payroll-information-191.php).

When Market Supplements for specialist areas where the University’s hourly rates are not competitive are required, a Request to Recruit form must be submitted to the financial planning committee.

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. Payment to the individual for performing the temporary services role will be made following the submission of appropriately authorised temporary services timesheets.
3. 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 Adviser 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. No work should be taken until this has been agreed and approved with Human Resources.

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.

<table>
<thead>
<tr>
<th>Typical Role</th>
<th>National Role Profile Level</th>
<th>University of Aberdeen Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Clerical Assistant duties</td>
<td>n/a</td>
<td>1</td>
</tr>
<tr>
<td>Student Ambassadors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory Attendants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Casual Library/Information Assistant</td>
<td>n/a</td>
<td>1-2 (dependent on duties)</td>
</tr>
<tr>
<td>Technical Assistants IT Assistant</td>
<td>n/a</td>
<td>2-4 (dependent on duties)</td>
</tr>
<tr>
<td>Casual Sports Attendants</td>
<td>n/a</td>
<td>3</td>
</tr>
<tr>
<td>Demonstrators</td>
<td>n/a</td>
<td>4</td>
</tr>
<tr>
<td>Research Assistant</td>
<td>Level 1</td>
<td>5</td>
</tr>
<tr>
<td>Tutorial Assistant Teaching Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Fellow</td>
<td>Level 2</td>
<td>6</td>
</tr>
<tr>
<td>Teaching Fellow</td>
<td>Level 3</td>
<td>7</td>
</tr>
<tr>
<td>Lecturer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Teaching Fellow</td>
<td>Level 4</td>
<td>8</td>
</tr>
<tr>
<td>*Senior Lecturer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highly skilled subject specialist from other educational establishments or industry</td>
<td>Level 5</td>
<td>9</td>
</tr>
<tr>
<td>*Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Widely recognized subject specialist in their field from other educational establishments or industry</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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. 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 (EIF). Where the proposed FTE is 0.2 or over the appointment will normally be subject to a full recruitment process.

5. 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 one 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.

6. 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 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.
- 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.

7. 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 1).
- 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 Adviser for their area or the Human Resources at hr@abdn.ac.uk.
8. 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.

Line Managers 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 out with this route on the submission of invoices. Examples of the types of role where it may be appropriate for the post holder 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 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.

9. 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.

10. ID Cards

Individuals engaged on a temporary services basis are not issued with Staff ID Cards. Should access to buildings be required, they should be issued with a trust card. Trust cards are available from the Estates Section and their use should be controlled by the issuing School or Section. Where an individual require access to the library facilities in connection with their activities, the Library can grant personal staff membership and borrowing rights (this lasts for one year). The School or Section should complete the proposal form. 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.
11. IT Account

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

For University of Aberdeen students, this account is in addition but separate to any student account the individual may hold with the University. It is the responsibility of the individual to monitor both accounts.

12. How to Complete the Form

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

- Proposed title and nature of the work to be undertaken
- School/Section
- Start and end date of the appointment
- The name of the line manager
- Hours to be worked with dates
- Grade, spinal point and hourly rate
- Maximum payment and Ledger Code

For externally funded posts financial authorisation must be confirmed and signed by the relevant grant administrator in Research Financial Services.

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 Adviser (through the passport/visa which should be submitted along with the completed form).

Sections D-I 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. This data is used for equal opportunities monitoring and statistical purposes only.

The form must be authorised by the Head of School/Section or nominated Deputy.

Once fully completed the TA1 form should be forwarded by the relevant School/Section to Human Resources. Human Resources will then authorise the appointment and forward the authorised TA1 form to Payroll, the individual to be appointed and the School/Section. 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 quickly and this must be in advance of any work being undertaken. Individuals will not be paid retrospectively.

Payment for the work undertaken will be processed by the Payroll Section on receipt of appropriately authorised timesheets from the relevant School/Section (timesheets can be found in the Temporary Services section of the Recruitment page).

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.

Updated June 2017
Appendix 1

Acceptable Documents under the Immigration, Asylum and Nationality Act 2006

YOU MUST PROVIDE EITHER ONE DOCUMENT FROM LIST A OR A COMBINATION OF TWO DOCUMENTS FROM LIST B

LIST A

1. A passport showing that you are a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.

2. A passport or national identity card showing that you are a national of the European Economic Area or Switzerland.

3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, Border and Immigration Agency or UK Border Agency to a national of a European Economic Area country or Switzerland.

4. A permanent residence card issued by the Home Office, Border and Immigration Agency or UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.

5. A Biometric Immigration Document issued by the UK Border Agency which indicates that you are allowed to stay indefinitely in the United Kingdom, or have no time limit on your stay in the United Kingdom.

6. A passport or other travel document endorsed to show that you are exempt from immigration control, are allowed to stay indefinitely in the United Kingdom, have the right of abode in the United Kingdom, or have no time limit on your stay in the United Kingdom.

7. An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to you with an endorsement indicating that you are allowed to stay indefinitely in the United Kingdom or have no time limit on your stay in the United Kingdom. If you provide this document to us, it is essential that you also submit an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

8. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of your parents. If you provide this document to us, it is essential that you also submit an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

9. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of your adoptive parents. If you provide this document to us, it is essential that you also submit an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

10. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland. If you provide this document to us, it is essential that you also submit an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

Updated June 2017
11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland. If you provide this document to us, it is essential that you also submit an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

12. A certificate of registration or naturalisation as a British citizen. If you provide this document to us, it is essential that you also submit an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

13. A letter issued to you by the Home Office, Border and Immigration Agency or UK Border Agency which indicates that you are allowed to stay indefinitely in the United Kingdom. If you provide this document to us, it is essential that you also submit an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

In the case of a passport or other travel document, the following parts must be photocopied or scanned - a copy of the front cover, showing country of issue and any page containing the holder’s personal details. In particular, any page that provides details of nationality, his or her photograph, date of birth, signature, date of expiry or biometric details; and any page containing UK Government endorsements.

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

LIST B

If you choose to provide us with the following documents, we are required to contact you on an annual basis to obtain a further copy.

1. A passport or travel document endorsed to show that you are allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.

2. A Biometric Immigration Document issued to you by the UK Border Agency which indicates that you can stay in the United Kingdom and are allowed to do the work in question.

3. A work permit or other approval to take employment issued by the Home Office, Border and Immigration Agency or UK Border Agency. If you provide this document to us, it is essential that you also submit either a passport or another travel document endorsed to show that you are allowed to stay in the United Kingdom and are allowed to do the work in question, or a letter issued either to yourself, your current employer or the University as your prospective employer by the Home Office, Border and Immigration Agency or UK Border Agency confirming the same.

4. A certificate of application issued by the Home Office, Border and Immigration Agency or UK Border Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old. If you provide this document to us, it is essential that you also provide evidence of verification by the UK Border Agency Employer Checking Service.

5. A residence card or document issued by the Home Office, Border and Immigration Agency or UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.

6. An Application Registration Card issued to you by the Home Office, Border and
Immigration Agency or UK Border Agency stating that you are permitted to take employment. If
you provide this document to us, it is essential that you also submit evidence of verification by
the UK Border Agency Employer Checking Service.

7. An Immigration Status Document issued to you by the Home Office, Border and
Immigration Agency or UK Border Agency with an endorsement indicating that you can stay in
the United Kingdom, and are allowed to do the type of work in question. If you provide this
document to us, it is essential that you also submit an official document giving your permanent
National Insurance Number and your name issued by a Government agency or a previous
employer.

8. A letter issued to you, your current employer or the University as your prospective
employer by the Home Office, Border and Immigration Agency or UK Border Agency which
indicates that you can stay in the United Kingdom and are allowed to do the work.

Documents which are not acceptable:

Under the UKBA immigration regulations, we are unable to accept the following documents as
evidence of your right to work in the UK:

- a Home Office Standard Acknowledgement Letter or Immigration Service Letter (IS96W)
  which states that an asylum seeker can work in the UK;
- a temporary National Insurance Number beginning with TN, or any number which ends
  with the letters from E to Z inclusive;
- a permanent National Insurance number when presented in isolation;
- a driving licence issued by the Driver and Vehicle Licensing Agency;
- a bill issued by a financial institution or a utility company;
- a passport describing the holder as a British Dependent Territories Citizen which states
  that the holder has a connection with Gibraltar;
- a short (abbreviated) birth certificate issued in the UK which does not have details of at
  least one of the holder's parents;
- a licence provided by the Security Industry Authority;
- a document check by the Criminal Records Bureau;
- a card or certificate issued by the Inland Revenue under the Construction Industry
  Scheme.
School/Section identifies the need for a temporary services appointment to cover a particular requirement in their area

Within the School/Section Section B of Form TA1 is completed to give full details of the work required, the hours/ dates and hourly rate

Head of School/Section (or nominated Deputy) authorises the appointment

The individual to be appointed completes Sections D-I of Form TA1

Individual returns form to School/Section along with the required documentation

Finance confirm funds are available and the correct financial code has been used and returns to School/Section

Human Resources Adviser confirms that employment status has been checked

The Original Form is sent to Payroll to confirm that the appointment has been authorised and payment can be made up to the limits specified in Section B of Form TA1

The TA1 form is returned to the School/Section for their records

Individual undertakes work

Individual is sent a copy of the completed Form TA1 as confirmation of appointment

School/Section processes timesheets as work is undertaken and maintains accurate records

Payroll check authorisation and process payments

Individual receives payment

Updated June 2017