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| Adhoc Payment – Agreement for Casual Workers (Form 100)V10.0 June 2024 |
| **Guidance**  |
| This form should be used for casual workers for work up to 8 consecutive weeks duration. The casual worker should complete in full sections 1 to 5 and the HMRC Starter Checklist (if no P45 is available). Once complete, the casual worker should return this form to sender.Schools and Departments must ensure sections 1-5 are completed in full and complete sections 6-9 before submitting this form, ensuring the form has been authorised.Verified copies of documentary evidence of right to work in the UK must attached to this form (as per Right to Work Checklist). **Incomplete forms and missing attachments will possibly delay payment to the recipient. Right to Work Checks must be carried out PRIOR to the work being undertaken.**All forms must be submitted by the **3rd of the month** for payment at the end of that month. If you require this document in an alternative format please contact HR via email HRHelpline@ed.ac.uk**Privacy Statement** For information on how we use your data, how long we keep it for and if we share it with third parties, please refer to the [Privacy Notice for Staff](https://edin.ac/2KLLOGK). |
| **Section 1: Personal Details (To be completed by the Casual Worker)** |
| Title |       |
| Last Name |       |
| First Name |       |
| Preferred Name |       |
| Nationality |       |
| National Insurance (NI) Number:**(please provide this if you hold an NI number)** |       |
| Date of Birth: (dd/mm/yyyy) |       |
| GenderNote: this field is used for mandatory reporting to HMRC, and only 'male' or 'female’ responses are permitted.  | Female [ ]  Male [ ]  |
| Have you worked for the University previously?  | Yes [ ]  No [ ]   |
| Are you a current student at the University of Edinburgh? | Yes [ ]  No [ ]  |
| **Section 2: Home Address & Contact Details** |
| Country |       |
| Address Line 1 |       |
| Address Line 2 |       |
| Address Line 3 |       |
| City/Town |       |
| County |       |
| Postcode |       |
| Personal Email address |       |
| **Section 3: Equality and Diversity Information** |
| The University of Edinburgh has a long-standing and continuing commitment to equality, diversity and inclusion (EDI) for all in our community. We gather a range of data and information to ensure that we are meeting our legal responsibilities, developing supportive policy and practice, and assessing our progress toward achieving our strategic ambitions for EDI. To help us to do this essential work we encourage you to provide your personal equality information below which we will record on your casual worker record. |
| **Ethnicity**Please select the ethnic group you consider you belong to from the drop down below. If you do not wish to answer this question you can select ‘Prefer not to say’. |
| Choose an item. |
| **Disability**A disability is defined in law as an impairment, health condition or learning difference that has a substantial or long-term impact on your ability to carry out day-to-day activities. If you do not have a disability please select in the Disability 1 field ‘No known impairment, health condition or learning difference’. If you do not wish to answer this question you can select ‘Prefer not to say’. If you consider yourself to have more than one disability you can choose up to 4 options.If you have a disability and require any reasonable adjustments to undertake the role, please let us know as soon as possible.  |
| **Disability 1** | Choose an item. |
| **Disability 2** | Choose an item. |
| **Disability 3** | Choose an item. |
| **Disability 4** | Choose an item. |

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| **Section 4: Bank Mandate (failure to complete this section may result in late or non-payment)** |
| Bank Name |       |
| Bank Address |       |
| Sort Code (6 digits) |   |   | **-** |   |   | **-** |   |   |
| Account Number (8 digits) |   |   |   |   |   |   |   |   |

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| **Section 5 : Declaration** |
| **By signing this document, I confirm:****1. I have the right to carry out the work in question, and will demonstrate this to the University prior to commencing this work.****2. I understand and accept the** [**Summary of Conditions of Service for Casual Workers**](https://www.ed.ac.uk/human-resources/policies-guidance/conditions-service)**. Your manager can provide a copy of this.****3. My P45 is attached with this form (please tick)** **[ ]  OR****4. I have completed the starter checklist overleaf (please tick)** **[ ]** **NOTE - If you have a Student Loan then you must complete the starter checklist even if you have provided a copy of your P45. Please tick to confirm (if applicable) [ ]**  |
| **Signed:**  | **Date (dd/mm/yyyy):**  |

Starter checklist

Tell your employer of your circumstances so that you do not pay too much or too little tax

**Do not send this form to HM Revenue and Customs (HMRC)**

# Instructions for employer

Use this starter checklist to gather information about your new employee if they do not have a P45. You can also use this form if they have a student loan (whether or not they have a P45). Use the information to help fill in your first Full Payment Submission (FPS) for this employee. If you have already submitted your first FPS, keep using the tax code in that FPS until HMRC sends you a new tax code. If the employee gives you their P45 after the first FPS submission, use the tax code shown in parts 2 and 3 of the P45. You must keep the information recorded on the starter checklist for the current and next 3 tax years. This form is for your use only.

# Instructions for employee

Fill in this form if you do not have a P45 (a document you get from your employer when you stop working for them).

You should also fill in this form if you have a student loan (whether or not you’ve a P45). Give the completed form to your employer as soon as possible. They need this information to tell HMRC about you and help them to use the right tax code. Make sure you answer the questions correctly. If you do not, you may pay the wrong amount of tax or student loan deductions.

# Employee’s personal details

**Last name**

**1**

|  |
| --- |
|       |

**First names**

**2**

Do not enter initials or shortened names for example, Jim for James or Liz for Elizabeth

|  |
| --- |
|       |

**Home address**

|  |
| --- |
|       |
|       |
|       |
| Postcode       |
| Country       |

**National Insurance number** (if known)

**6**

**5**

**What is your sex?**

**3**

As shown on your birth certificate or gender recognition certificate

**Employment start date**

**7**

DD MM YYYY

Male [ ]  Female [ ]

**Date of birth** DD/MM /YYYY

**4**

# Employee statement

These questions will help you to choose the statement that matches your circumstances. The statement you choose helps your employer to apply the correct tax code.

**Do you have another job?**

**8**

Yes [ ]  Put an ‘X’ in the statement C box below

**9**

No [ ]  Go to question 9

**Do you receive payments from a State, workplace or private pension?**

Yes [ ]  Put an ‘X’ in the statement C box below

No [ ]  Go to Question 10**Since 6 April have you received payments from:**

* another job which has ended

**10**

or any of the following taxable benefits

* Jobseeker’s Allowance (JSA)
* Employment and Support Allowance (ESA)
* Incapacity Benefit

Yes [ ]  Put an ‘X’ in the statement B box below

 No [ ]  Put an ‘X’ in the statement A box below

For more information about tax codes, go to <https://www.gov.uk/tax-codes>

 **STATEMENT A** **[ ]  STATEMENT B [ ]  STATEMENT C [ ]**

|  |  |  |
| --- | --- | --- |
| **Statement A** Current personal allowance | **Statement B**Current personal allowance on a Week 1/Month 1 basis | **Statement C**Tax Code BR |
| **Key**This is my first job since 6 April and since the 6 April I have not received payments from any of the following:* Jobseeker’s Allowance
* Employment and Support Allowance
* Incapacity Benefit
 | **Key**Since 6 April I have had another job but I do not have a P45. And/or since the 6 April I have received payments from any of the following:* Jobseeker’s Allowance
* Employment and Support Allowance
* Incapacity Benefit
 | **Key**I have another job and/or I am in receipt of a State, workplace or private pension. |
| **Key**Jobseeker’s Allowance (JSA) is an unemployment benefit which can be claimed while looking for work.Employment and Support Allowance (ESA) is a benefit which can be claimed if you have a disability or health condition that affects how much you can work.Incapacity Benefit is help if you could not work because of an illness or disability before 31 January 2011. State Pension is a pension paid when you reach State Pension age.Workplace pension is a pension which was arranged by your employer and is being paid to you. Private pension is a pension arranged by you and is being paid to you.Please note that no other Government or HMRC paid benefits need to be considered when completing this form. |

# Student loans

**Do you have a student or postgraduate loan?**

**11**

Yes [ ]  Go to question 12

No [ ]  Go straight to the Declaration

**Do any of the following statements apply:**

**12**

* you’re still studying on a course that your student loan relates to
* you completed or left your course after the start of the current tax year, which started on 6 April
* you’ve already repaid your loan in full
* you’re paying the Student Loans Company by Direct Debit from your bank to manage your end of loan repayments

Yes [ ]  Go straight to the Declaration

No [ ]  Go to question 13

**To avoid replaying more than you need to, tick the correct student loan or loans that you have – use the guidance on the right to help you.**

**13**

Please tick all that apply

Plan 1 [ ]

Plan 2 [ ]

Plan 4 [ ]

Postgraduate loan (England and Wales only)[ ]

Employees, for more information about the type of loan you have or to check your balance, go to

[www.gov.uk/sign-in-to-manage-your-student-loan-balance](http://www.gov.uk/sign-in-to-manage-your-student-loan-balance)

Employers, for guidance on student loans and which plan or loan type to use if your employee has selected more than one,

go to [www.gov.uk/guidance/special-rules-for-student-loans](http://www.gov.uk/guidance/special-rules-for-student-loans)

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| **You have Plan 1 if any of the following apply:*** you lived in Northern Ireland when you started your course
* you lived in England or Wales and started your course before 1 September 2012
 |
| **You have Plan 2 if:**You lived in England or Wales and started your course on or after 1 September 2012. |
| **You have Plan 4 if:**You lived in Scotland and applied through theStudents Award Agency Scotland (SAAS) when you started your course. |
| **You have a postgraduate loan if any of the following apply:*** you lived in England and started your postgraduate master’s course on or after 1 August 2016
* you lived in Wales and started your postgraduate master’s course on or after 1 August 2017
* you lived in England or Wales and started your postgraduate doctoral course on or after 1 August 2018
 |

# Declaration

I confirm that the information I’ve given on this form is correct.

**Full name** Use capital letters

**Signature**

**Date** DD/ MM / YYYY

# Give this form to your employer

Your employer will use the information to make sure you pay the right amount of tax. Do not send this form to HMRC.

# Employer guidance

For information on how to work out your new employee’s tax code, go to [www.gov.uk/new-employee-tax-code](https://www.gov.uk/new-employee-tax-code)

Use Statement A, B or C that your employee has chosen in the employee statement section and apply the tax code below:

* Statement A – use the current personal allowance
* Statement B – use the current personal allowance on a ‘week 1/month 1’ basis
* Statement C – use tax code BR

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| **Guidance for Schools and Departments*** Please check that the casual worker has completed the above sections 1 to 5 fully and has provided a copy of their P45 or completed the HMRC Starter Declaration.
* Please complete sections 6 to 9 below in full.
* Please ensure that Right to Work Checks and the RTW checklist below have been completed.
* Once complete please submit this form **and the relevant right to work documentation** (see the Right to Work Checklist below for details) through People and Money by submitting a Service Request using the category Forms > New Casual Worker.
* Completed forms must be with HR by the by the **3rd of the month** for payment at the end of that month.
 |
| **Section 6: Job Details and Pay Information – To be completed by UoE School or Department**  |
| Assignment Number (if known) |       |
| Job Title |       |
| Grade |       |
| Grade Step (point) |       |
| Standard Occupational Classification (SOC Code):Please see below link to select the appropriate code and description [Staff 2023/24 - Activity Standard Occupational Classification | HESA](https://www.hesa.ac.uk/collection/c23025/a/actsoc2020) | Code:       | Description (Label):    |
| Department |       |
| Work Location |       |
| Research/Teaching&Research/Teaching Only?  | Choose an item. |
| Nature of Work |       |
| Period of Engagement (dd/mm/yyyy) | From:       | To:       |
| **Please complete the section below in full to calculate pay.** Please note the Total Pay will calculate once you tab to the next section of the form. |

|  |  |
| --- | --- |
| Total Hours (please enter) |  |
| Hourly Rate (£s) (exclusive of holiday allowance) (please enter) |  |
| Subtotal (total hours x hourly rate) | £0.00 |
| Plus Holiday % (12.07%) | 12.07 % | £ 0.00 |
| Total Pay (inclusive of holiday allowance) |  **£** **0.00** |

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| **Section 7: Please complete the Salary Costing details below. (For further guidance refer to the new chart of accounts and mapping tool available on the** [**Finance Hub**](https://uoe.sharepoint.com/sites/FinanceSpecialistServices/SitePages/Payments-%26-Payroll-Forms.aspx?OR=Teams-HL&CT=1644494215452&sourceId=&params=%7B%22AppName%22%3A%22Teams-Desktop%22%2C%22AppVersion%22%3A%2227%2F22010300409%22%7D) **SharePoint.**  |
|  | **% Split** | **Entity****(3 digits)** | **Fund****(6 digits)** | **Cost Centre** **(8 digits)** | **Analysis****(6 digits)** | **Portfolio****(8 digits** | **Product****(8 digits)** | **Intercompany****(3 digits)** |
| **Guidance** | **MANDATORY****% Split of the salary costing** | **Driven by payroll element****Use the mapping tool** | **MANDATORY****Required to capture the type of funding the payroll cost is attached to​** | **MANDATORY****Organisational Unit (department)** | **Likely to always be zero but cross check against the mapping tool** | **Likely to always be zero but cross check against the mapping tool** | **Likely to always be zero but cross check against the mapping tool** | **For cross charging to or from a subsidiary, cross check against the mapping tool** |
| EXAMPLE | 100% | 110 | 123456 | 12345678 | 000000 | 00000000 | 00000000 | 000 |
| Directly Funded by Research- in all cases | 100% | 110 | 110002 | 30010003 | 000000 | 00000000 | 00000000 | 000 |
| **Costing Split 1** |       |     |       |       |       |       |       |     |
| **Costing Split 2**[ ]  |       |    |       |       |      |       |       |     |
| **Costing Split 3**[ ]  |       |     |       |       |       |       |       |     |
|  **\*If directly funded by research please also provide the cost centre relating to the school or department**  |
| **Section 8: Right to Work Authorisation – Enter details of person who performed Right to Work checks and completed the Right to Work Checklist below** |
| **Name:**       | **Department:**       |
| **Section 9: Management Authorisation To be completed by Head of College or Professional Service Group, College Registrar, Head of School or Department, Director of Professional Service Group or equivalent** |
| **[ ]** I confirm the Job Details noted above are correct |
| **[ ]** I confirm verified copy(s) of documentary evidence of right to work in the UK has been identified and attached to this form (as per the Right to Work Checklist below). |
| **Name:**       | **Position:**       | **Date (dd/mm/yyyy):**       |

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| RIGHT TO WORK CHECKLISTMay 2024 v 160524 |

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| **General** |
| Please follow the ‘Right to Work Checklist – Guidance Notes’ when completing a Right to Work Checklist, which can be found on the [HR A-Z of forms webpage](https://www.ed.ac.uk/human-resources/a-to-z-of-forms)Repeat right to work checks (RTW) are not required when current employees are transferring or taking additional roles within the University.  |
| **APPLICANT & POST DETAILS** |
|

|  |  |
| --- | --- |
| Name: Click or tap here to enter text. | Nationality: Click or tap here to enter text. |
| School: Click or tap here to enter text. | Division/Section: Click or tap here to enter text. |
| Vacancy Ref No:  | Click or tap here to enter text. |
| **Please select relevant type of check:** | Choose an item. |
| Current University of Edinburgh Student?  |  Choose an item. |

 |
| **Which method of Right to Work check has been completed?** |
| Digital Identity Verification Document (IDVT) check on current UK/Irish passport or passport card – [**Complete section 1**](#one) |
| In-person physical document check – [**Complete section 2**](#two) |
| Online share code check – [**Complete section 3**](#three) |
| Application for Certificate of Sponsorship – [**Complete section 4**](#four) |
| Employer Checking Service – See accompanying guidance document section 2 |
| **SECTION 1** |
| **IDVT** | **Checked** |
| PDF document confirming IDVT verification |[ ]
| **Please now complete** [**Section 5**](#five) |  |
| **SECTION 2** |
| Check the University website for a full up-to-date list of acceptable [List A](https://www.ed.ac.uk/sites/default/files/atoms/files/list_a_v280223_0.docx) and [List B](https://www.ed.ac.uk/sites/default/files/atoms/files/list_b_v18-10-23.docx) RTW documents |
| **In-person physical document check (select one)** | **Checked** |
| List A document – ongoing right to work in the UK (e.g. UK/Irish passport) |[ ]
| List B Group 1 document – time limited right to work (e.g. Vignette visa) |[ ]
| List B Group 2 document – time limited right to work, 6 months maximum (e.g. ECS check\*) |[ ]
| \*To request an Employer Checking Service (ECS) check, please submit a Service Request titled ‘ECS Check Requested’ under the category ‘Right to Work’. You must obtain the individual’s permission to carry out the check and include confirmation of this in the request. |
| **Permitted Paid Engagement (PPE)**Invite letterProof of UK arrival (stamped visa, boarding pass, etc) | [ ] [ ]  |
| **COPIES TO BE TAKENNOTE: All copies must be good, clear copies, ie clear photograph of person, readable dates etc.** |
| **Where a passport is provided, the following parts of the individual’s passport MUST be copied:** | **Copied** |
| Outside front cover |[ ]
| All pages containing individual’s personal details e.g. photograph, signature, date of birth, etc. |[ ]
| All pages containing UK Government stamps or endorsements which allow the individual to do the type of work being offered. |[ ]
| Any other relevant documents should be copied in their entirety |[ ]
| **Please now complete** [**Section 5**](#five) |  |
| **SECTION 3** |
|  **Online share code check** | **Checked** |
| Home Office PDF document confirming the individual has permission to work in the UK. |[ ]
| Confirmation of visa type (e.g. BRP, Home Office account screenshot, or confirmation email) |[ ]
| Proof of UK arrival (if applicable) |[ ]
| Letter from sponsor confirming SOC code (only applicable if supplementary employment) |[ ]
| **Please now complete** [**Section 5**](#five) |
| **SECTION 4 - APPLICATION FOR CERTIFICATE OF SPONSORSHIP** |
| If the individual you wish to make a job offer to does not have a current entitlement to work in the UK, they will need to secure a visa which permits work. Information is available on the [HR Immigration webpages](https://www.ed.ac.uk/human-resources/international-staff-work-uk/additional-permission-work). The University may be able to sponsor the individual to work in the UK by applying for a certificate of sponsorship. Further information is available on the HR Immigration [sponsorship webpages](https://www.ed.ac.uk/human-resources/international-staff-work-uk/additional-permission-work/university-sponsorship/skilled-worker).NOTE: When the individual secures their visa, a right to work check must be completed before they start work following the right to work check process and using this checklist.  |
| Documentation required | **Checked** |
| Verified copies (originals must be seen where possible) of the relevant pages of the individual’s passport |[ ]
| NOTE: When the individual secures their visa, a right to work check must be completed **before** they start work. |
| **Please now complete** [**Section 5**](#five) |
|  **SECTION 5 – Identity check** |
| Visual checks should be made, either in-person or via video call, to satisfy yourself the document belongs to the person who has presented themselves for work, including the following: | **Checked** |
| Photographs are consistent with the appearance of the individual |[ ]
| Dates of birth listed are consistent with the appearance of the individual |[ ]
| Expiry dates have not passed (in case of UK/Irish nationals expired passports can be accepted for in-person checks) |[ ]
| NOTE: if documents presented have different names, a third document should be requested to explain the reason for this e.g. a marriage certificate, divorce document, deed poll, adoption certificate or statutory declaration. |
| Please complete the following:* **If the individual has a Tier 4/Student visa please now complete** [**Section 6**](#six) **and** [**Section 7**](#seven)
* **For all other categories, please now complete** [**Section 7**](#seven)
 |
| **SECTION 6 - COMPLETE SECTION 6A, 6B OR 6C, DEPENDING ON THE STUDENT’S CIRCUMSTANCES** |
| **SECTION 6A - ADDITIONAL CHECKS FOR UNIVERSITY OF EDINBURGH STUDENTS THAT HOLD A STUDENT VISA** |
| **The following checks must be made if the individual is a Student visa holder, studying at the University of Edinburgh.** | **Checked** |
| Using EUCLID, print the immigration overview screen. Guidance is available [here](https://www.ed.ac.uk/sites/default/files/atoms/files/euclid_tier_4_guide_v1.3.docx)NOTE: EUCLID immigration overview screen prints must be taken within 28 days of the employment start date. A repeat EUCLID screen print will be required if a student leaves their employment with the University and then re-starts at a later date. |[ ]
| Check with [Student Immigration Compliance Team](https://www.ed.ac.uk/student-administration/immigration/contact-us) by completing the ‘Staff Enquiry Form’ if the student’s matriculated status is anything other than:* ‘fully matriculated’, ‘interrupted (thesis submitted)’, ‘interrupted (corrections received)’, ‘continuing student not yet matriculated’ or
* record shows they are not currently sponsored.
 |[ ]
| Check the student’s visa to confirm the hours they are permitted to work per week.  |[ ]
| [University semester dates](http://www.ed.ac.uk/news/semester-dates) from the University website for the academic term covering the duration of their period of study in the UK for which they will be employed; |[ ]
| **SECTION 6B - ADDITIONAL CHECKS FOR NON-UNIVERSITY OF EDINBURGH STUDENTS THAT HOLD A STUDENT VISA** |
| **Obtain written confirmation from their place of study (on headed paper or identifiable email address) to confirm the following:** | **Checked** |
| Student status; course/qualification and duration of course |[ ]
| Term/vacation dates for the academic term covering the duration of their period of study in the UK for which they will be employed; (alternatively these can be printed from the HEI’s website if accessible) |[ ]
| **SECTION 6C – ADDITIONAL CHECKS FOR PHD STUDENTS WHO HAVE COMPLETED THEIR STUDIES** |
| * Written confirmation from the PhD supervisor confirming that the PhD has been completed or;
* Written confirmation from the institution confirming that the PhD has been awarded or;
* A PhD certificate or;
* UoE students only - EUCLID immigration overview screen shows status ‘Interrupted (corrections received)’ or ‘Successfully achieved an award’

Please note that a student visa holder cannot be employed in a full-time permanent (i.e. open-ended) post unless they have completed their studies and made an application for a Skilled Worker or Graduate visa. Evidence of this is required. |[ ]
| **SECTION 7 - DATE RIGHT TO WORK CHECKS TAKEN AND DETAILS OF PERSON UNDERTAKING CHECKS** |
| **Initial Check undertaken by:** Click or tap here to enter text. |
| **Date:** Click or tap to enter a date. |
| **Second check undertaken by (if applicable):** Click or tap here to enter text. |
| **Date:** Click or tap to enter a date. |