

# Appointment of Hourly Paid Teaching Staff

This form should be completed and sent with accompanying paperwork (New Starter form, right to work documentation) to HROperations@rhul.ac.uk at least 10 working days prior to an individual’s start date. No work can be undertaken until original documentation has been checked to confirm an individual’s right to work in the UK. Details on acceptable documentation and how to check can be found on the HR website.

Please note this process should be applied in conjunction with the Engaging Students for Work process where applicable. Details can be found at M:\Student Workers. As part of this process hours must be added to the centrally held spreadsheet**. This form replaces the Request for Student Worker form for Hourly Paid Teaching Staff but the checks and paperwork needed remain the same.**

**1: SECTION A: to be completed by the Line Manager/Departmental Manager**

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| **PERSONAL DETAILS** |
| Title |  |
| First name |  |
| Surname  |  |
| Is the individual a student at RHUL or elsewhere | Yes/No – if yes please provide a copy of their student card and complete section B below |
| Is the individual currently working for RHUL | Yes/No – if yes please provide details including staff number (if known), department and post title  |
| Is the individual working on a visa | Yes/No – if yes please provide details including type and end date |
| **WORK DETAILS** |  |
| Expenditure Control Committee number |  |
| Date of approval |  |
| Title of work  |  |
| Department of work |  |
| Start date  |  |
| End date  |  |
| Max weekly hours |  |
| Type of offer being requested | Variable  |
| Cost code |  |
| Hourly pay rate |  |
| Name and position of person authorising timesheet |  |
| Is the individual a student at RHUL or elsewhere | Yes/No – if yes please provide a copy of their student card and complete section B below |
| I have attached right to work documentation for non-students | Yes/No |
| If already a member of staff please confirm if check has been made with HR Department that acceptable right to work documentation is held on the HR file.  | Yes information is held and date of check/No – If no please note no work can be undertaken until acceptable original documentation has been checked. |
| Signature and date |  |

**2. SECTION B: To be completed by Accountable Officer (or nominee) for students only**

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| **WORK DETAILS – PART 2**  |
| Student number |  |
| Year of study |  |
| Student’s course details  |  |
| Is student from the EU | Yes/No |
| Does the student have another post within the College or outside | Yes/No. Please provide details including hours  |
| For those already working for the College date hours added to spreadsheet |  |
| Weekly hours requested confirmed  | Yes/No |
| For new starters date spreadsheet checked for available hours |  |
| Signature and date |  |

**3. SECTION C: To be completed by Accountable Officer (or nominee) for students only**

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| **RIGHT TO WORK CHECKS** |
| Date of right to work checks  |  |
| I confirm original right to work documentation attached to form | Yes/No |
| If no, confirm date check made with HR Department that right to work checks have been made within past three months and that in date documentation is held on the HR file  | Yes – date of check |
| I have attached CAS statement for non-EU students and signed student declaration form on hours for all students |  |
| Signature and date |  |

Signed:……………………………………………………………………….……………………………….…………….

 Head of Department, Department Manager or authorised signatory