

**Request for Student Worker**

Once completed please forward form to the HR Department with the attached right to work documentation. Full guidance on this process can be accessed on the student workers section of the M drive. Please be aware that no work can be undertaken until the full process has been completed and failure to follow this process may result in formal action being undertaken by the College under the disciplinary policy. To help with processing promptly please email your HR Assistant to inform them this has been done.

**1. SECTION A: To be completed by Line Manager requesting engagement for work**

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| **PERSONAL DETAILS** |
| Title |  |
| First name |  |
| Surname  |  |
| Student number  |   |
| Year of study  |  |
| Is student from the UK? |  |
| Student’s course details (*Please include details on name of course, course code and level of study ie UG or PG)* |  |
| Does the student have another post within the College or outside? |  |
| Title of work |  |
| Department  |  |
| Start date  |  |
| End date |  |
| Max weekly hours |  |
| Type of offer being requested |  |
| **NAME** |  |
| **Date and Signature** |  |

***\* variable refers to defined hours for a short period of time. Casual workers do not need to be offered hours or accept them.***

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

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| **WORK DETAILS** |
| Expenditure Control Committee number |  |
| Date of approval |  |
| Cost code  |  |
| Hourly pay rate |  |
| Date hours added to HR spreadsheet |  |
| Weekly hours requested /confirmed  |  |
| For new starters date spreadsheet checked for hours\* |  |
| Weekly hours requested available |  |
| **NAME****Signature and date** |  |

\*for non-UK new starters not already on the central spreadsheet hours will be added by HR. However the spreadsheet needs to be checked by the AO or nominee to check the proposed worker is not already on the sheet and where this is the case the AO or nominee should add the hours being requested before the form is completed and saved for HR to action. No work can be undertaken until the whole process has been completed.

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

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| **RIGHT TO WORK CHECKS** |
| Date of right to work checks  |  |
| I confirm original right to work documentation attached to form |  |
| 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  |  |
| I have attached CAS statement (for non-EU students) and signed student declaration on hours (all students) |  |
| **NAME** |  |
| **Signature and date** |  |

**4. SECTION D: For HR Use only**

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| **HR OPERATIONS TEAM** |
| Date added to HR and Payroll System |  |
| Payroll number for student |  |
| Date form saved into file |  |
| Date contract sent to student and AO or nominee |  |
| Name of HRA |  |
| **HR SYSTEMS TEAM – FOR NEW STARTERS** |
| Date name and student/staff number added onto central spreadsheet |  |
| Date hours added onto spreadsheet |  |
| Date form scanned and saved onto worker file |  |
| Name of person completing the request |  |