How to use the student worker spreadsheet

Non-UK and Irish students working on visas are subject to strict additional reporting restrictions and limits on the hours that can be worked. These are a maximum of 20 hours per week for all work undertaken by an individual calculated Monday – Sunday. In exceptional cases the hours may vary as set out on a student's visa requirements. Students and managers need to make themselves aware of their visa restrictions before any work is undertaken and ensure they comply with these at all times.

For non-UK students, following selection and before an offer is made the Accountable Officer must check the student worker spreadsheet to see if the hours are available to work and complete the spreadsheet to indicate the hours that they intend to offer to the non-UK student worker.

If the hours are not available, the Accountable Officer or nominee will inform the Line Manager and student. If applicable Section A of the form may be completed by the Accountable Officer or their nominee in consultation with the Line Manager. The form must be signed by the Line Manager.
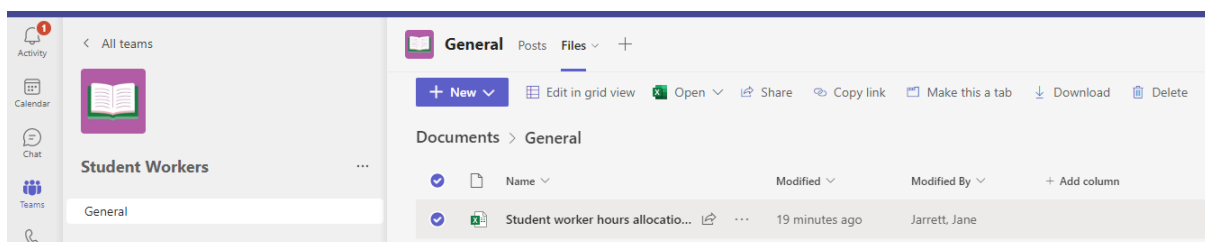
The information below details how to access the spreadsheet and update it.

How to find the student worker spreadsheet

The student worker spreadsheet has a dedicated Student Workers MS Teams area. If you are an accountable officer and need access contact HRSystems@rhul.ac.uk.

The spreadsheet is updated at the start of each term and should contain all non-UK student workers with a current contract with the university. If you cannot find the student worker that you are looking for and you know that the student has a current contract, please contact HRSystems@rhul.ac.uk and ask for them to be added.

To find the current version of the spreadsheet go to General > Documents
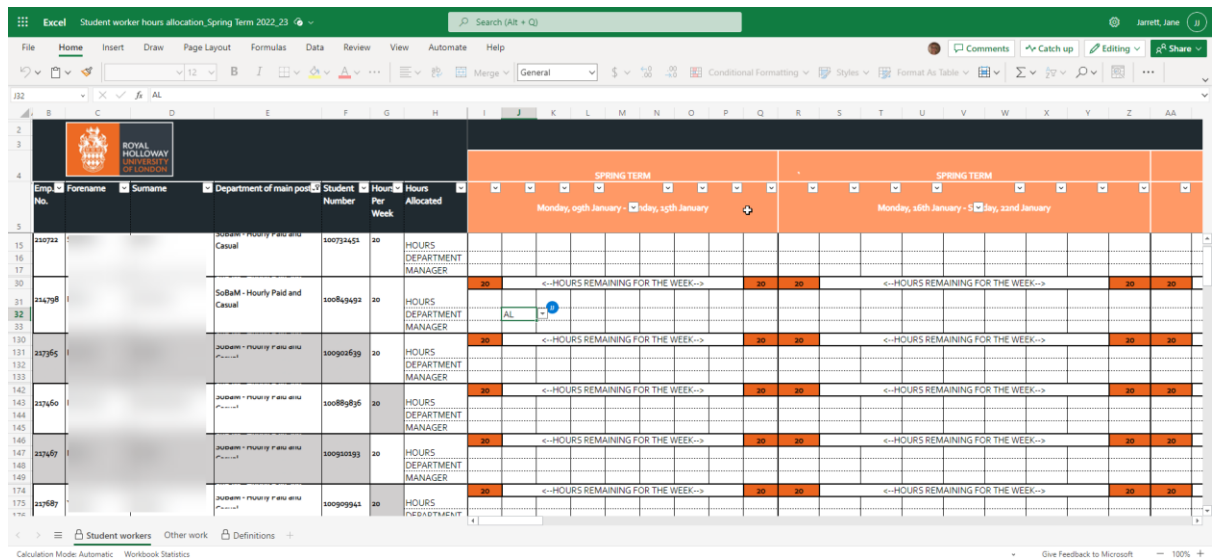

Searching for a student

1. You can search for the student that you want to find using the filter search on the columns. It is possible to search and filter on Employee Number, Forename, Surname, Student Department, Student Number, Year. Click on the down arrow on the field that you wish to **search for and type in your search criteria.**
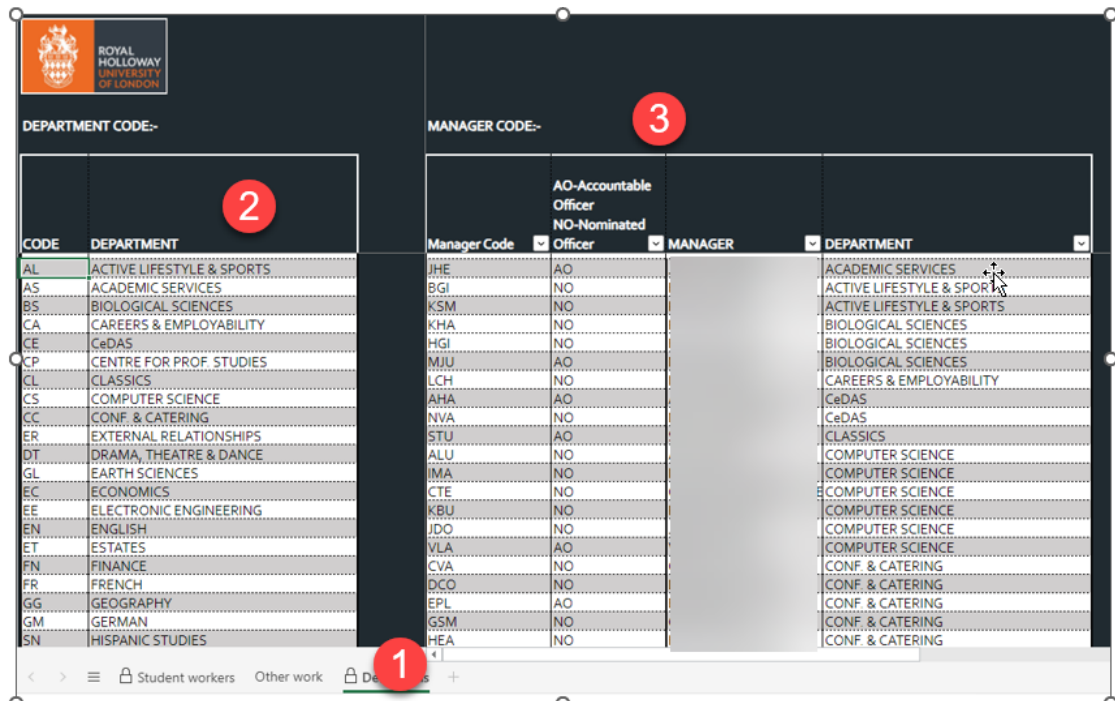
Adding Allocated Hours

2. Once you have found the student that you need to allocate hours for type in the maximum number of hours that you expect them to work during the week. Monday is column K in this example and Sunday is column F.
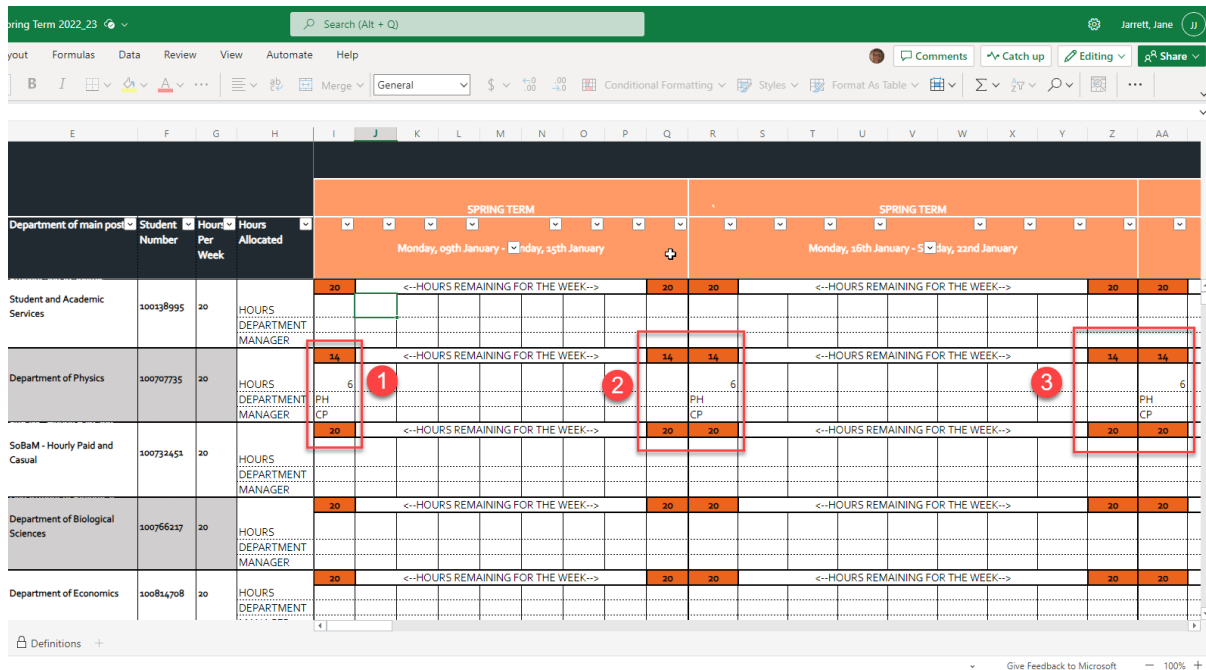

3. Add in the number of hours you expect them to work on the respective days of the week across the month or term.
4. Use the drop-down list to add in your Department
5. Use the drop-down list to add in the manager's name. A full list of the abbreviations used is available in the Definitions tab. If you cannot see the name you need, contact HRSystems@rhul.ac.uk and ask for it to be added.

The number of allocated hours will subtract from the 20 hours allowed and the cell will turn red if more than 20 hours is exceeded.

Questions

If you would like additional support in using the spreadsheet or the process, then please contact your allocated HR Officer or email hroperations@rhul.ac.uk with your request. Technical support can be provided by the HR Systems Team (HRSystems@rhul.ac.uk)