

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.

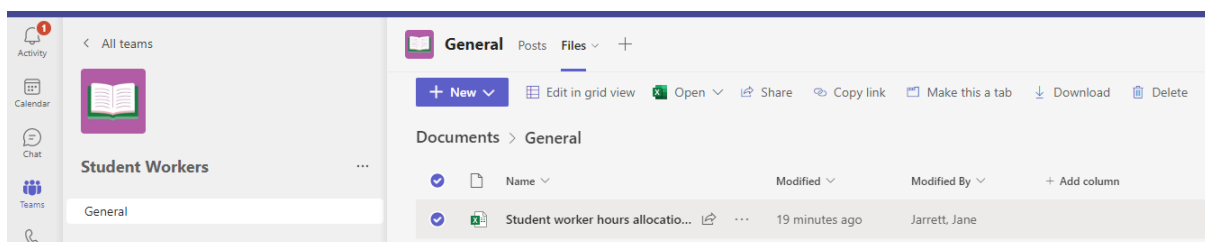
The information below details how to access the spreadsheet and update it.

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

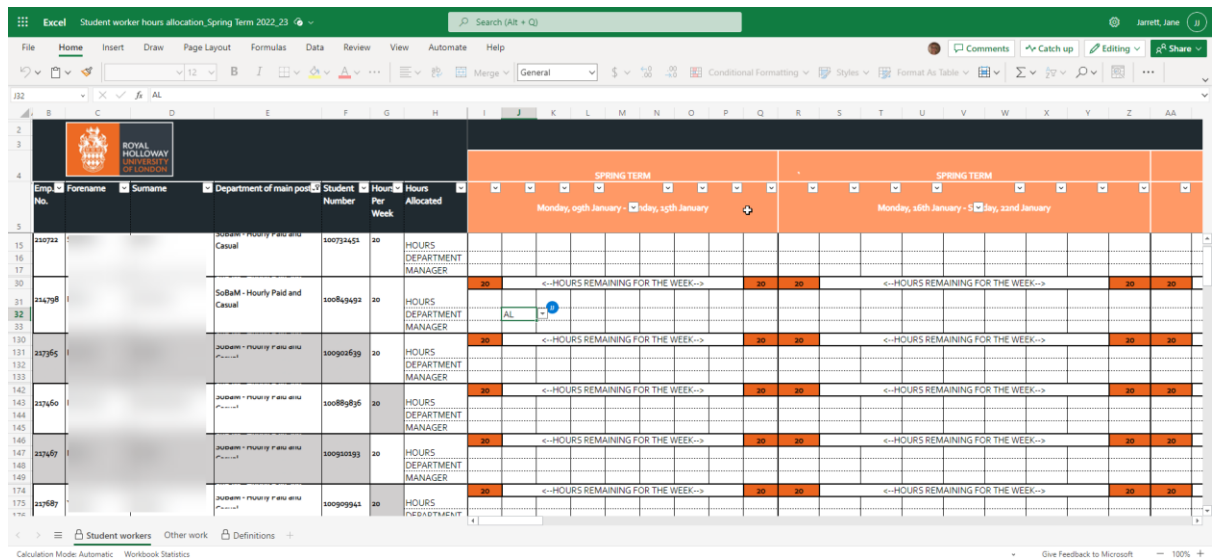


Searching for a student

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**.

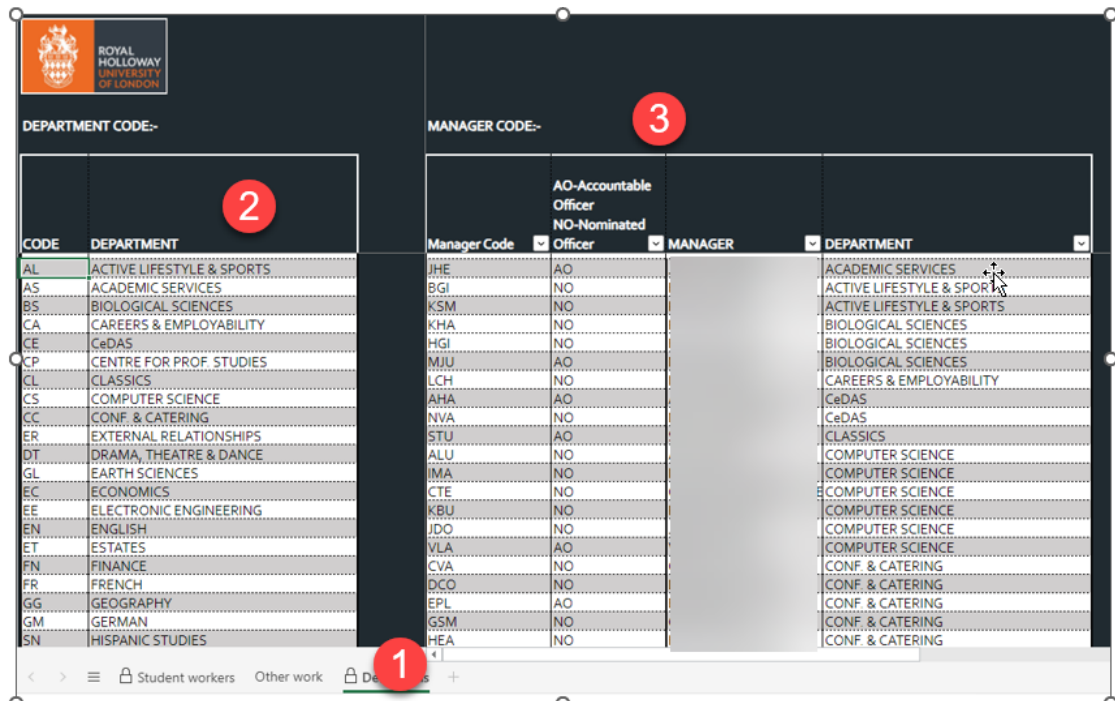
Adding Allocated Hours

- 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.

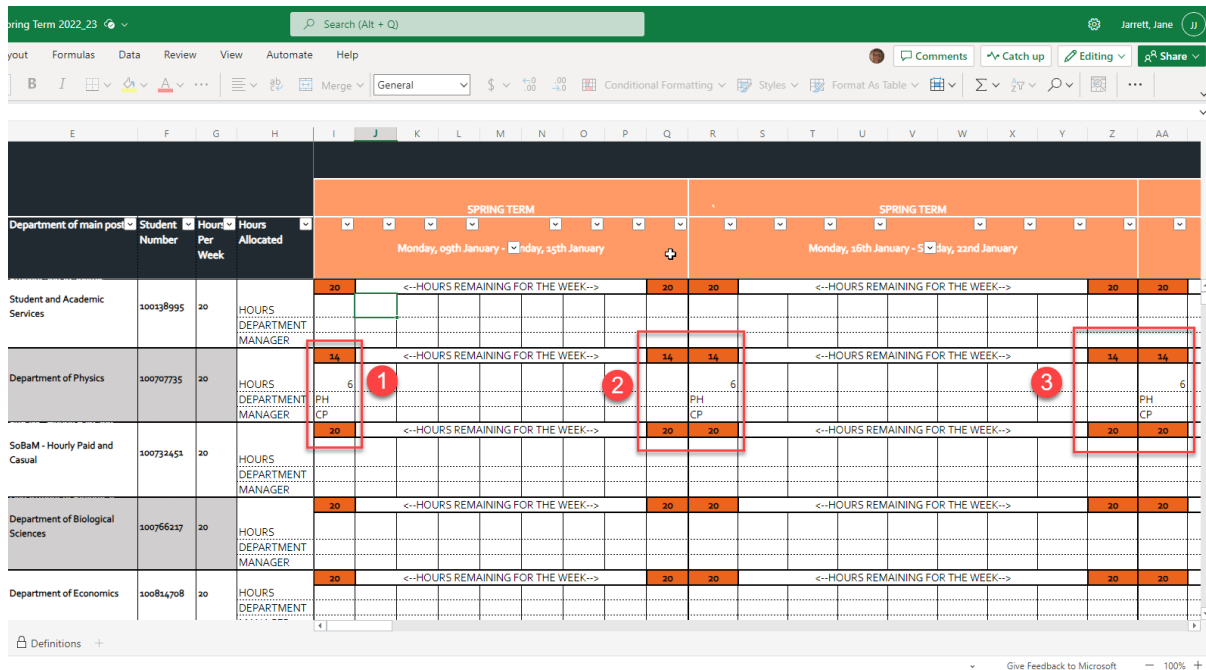


Emp No.	Forename	Surname	Department of main post	Student Number	Hour Per Week	Hours Allocated
220722			Jobsem - Hourly Paid and Casual	10073451	20	
214798			SoBaM - Hourly Paid and Casual	10084942	20	
217365			Jobsem - Hourly Paid and Casual	10090269	20	
217360			Jobsem - Hourly Paid and Casual	10089896	20	
217367			Jobsem - Hourly Paid and Casual	10090293	20	
217687			Jobsem - Hourly Paid and Casual	10090941	20	

- Add in the number of hours you expect them to work on the respective days of the week across the month or term.
- Use the drop-down list to add in your Department
- 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.



CODE	DEPARTMENT	Manager Code	Manager	DEPARTMENT
AL	ACTIVE LIFESTYLE & SPORTS	JHE	AO	ACADEMIC SERVICES
AS	ACADEMIC SERVICES	BGI	NO	ACTIVE LIFESTYLE & SPORTS
BS	BIOLOGICAL SCIENCES	KSM	NO	ACTIVE LIFESTYLE & SPORTS
CA	CAREERS & EMPLOYABILITY	KHA	NO	BIOLOGICAL SCIENCES
CE	CeDAS	HGI	NO	BIOLOGICAL SCIENCES
CP	CENTRE FOR PROF. STUDIES	MJU	AO	BIOLOGICAL SCIENCES
CL	CLASSICS	LCH	NO	CAREERS & EMPLOYABILITY
CS	COMPUTER SCIENCE	AHA	AO	CeDAS
CC	CONF. & CATERING	NVA	NO	CeDAS
ER	EXTERNAL RELATIONSHIPS	STU	AO	CLASSICS
DT	DRAMA, THEATRE & DANCE	ALU	NO	COMPUTER SCIENCE
GL	EARTH SCIENCES	IMA	NO	COMPUTER SCIENCE
EC	ECONOMICS	CTE	NO	COMPUTER SCIENCE
EE	ELECTRONIC ENGINEERING	KBU	NO	COMPUTER SCIENCE
EN	ENGLISH	JDO	NO	COMPUTER SCIENCE
ET	ESTATES	VLA	AO	COMPUTER SCIENCE
FN	FINANCE	CVA	NO	CONF. & CATERING
FR	FRENCH	DCO	NO	CONF. & CATERING
GG	GEOGRAPHY	EPL	AO	CONF. & CATERING
GM	GERMAN	GSM	NO	CONF. & CATERING
SN	HISPANIC STUDIES	HEA	NO	CONF. & CATERING



Department of main post	Student Number	Hours Per Week	Hours Allocated	SPRING TERM Monday, 09th January - Friday, 15th January	SPRING TERM Monday, 16th January - Friday, 22nd January
Student and Academic Services	10038995	20	HOURS DEPARTMENT MANAGER	20	20
Department of Physics	10079735	20	HOURS DEPARTMENT MANAGER PH CP	14 6	14 6
SoBaM - Hourly Paid and Casual	10073451	20	HOURS DEPARTMENT MANAGER	20	20
Department of Biological Sciences	10076627	20	HOURS DEPARTMENT MANAGER	20	20
Department of Economics	100814708	20	HOURS DEPARTMENT MANAGER	20	20

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)