

Dear Colleague,

Vacancy Manager - Casual Worker Request Process

Following the successful launch of the Casual Worker Process within the Vacancy Manager system in March 2016, I would like to take this opportunity to thank you for your support in the smooth transition to the new process.

We felt that it would be useful to share with you a few of the frequently asked questions received into the HR Employment Services Team and our responses to these:

- **If a casual worker is working in the UK on a Tier 4 Student Visa – What Eligibility to Work in the UK documentation is required?**

In addition to the casual worker presenting to you their original eligibility to work in the UK documentation (passport and Tier 4 visa), they are also required to provide you with a letter from their place of study confirming their official term-time dates for the current year of study.

This letter, along with the eligibility to work in the UK documentation should then be uploaded to the Casual Worker Request form (**CRF**) in Vacancy Manager. HR will be unable to process the letter of assignment until all the documentation is received and will reject the CRF should any documentation be missing.

If the casual worker is a student at the University of Nottingham, a copy of this letter can be requested by them from the Student Services department by using the following link:

<http://store.nottingham.ac.uk/browse/product.asp?compid=1&modid=1&catid=90>

(Selecting '**Confirmation of Student Status Letter**').

- **Tier 4 Student Visa – How many hours per week are students able to work if they are working in the UK on a Tier 4 visa?**

Most international students on courses of more than six months are given a Tier 4 visa that allows them to work part-time. This means: **up to 20 hours per week** during term-time and full-time during vacation periods.

For students studying a course **below** UK degree level, such as a foundation course or an English language course at CELE, they are only allowed to work **10 hours per week**.

It is therefore important that **weekly records** are kept by the department to log the hours worked by a casual worker to demonstrate compliance with legislation at any check or audit carried out by the UKVI.

You must not offer to, or process, hours on a timesheet for a casual worker working in the UK on a Tier 4 student visa that exceeds 10/20 hours per week **PLEASE NOTE:** This includes if the student is undertaking **any** other paid or unpaid work **within the University or outside**.

- **What email address should I provide for the casual worker on the Request Form in Vacancy Manager?**

Prior to completing the Casual Worker Request Form in Vacancy Manager it is important that when you agree the assignment details with the casual worker (and check their eligibility to work in the UK documentation) that you also confirm with them their preferred email address to receive all communication regarding the assignment.

Feedback from a number of students has shown that outside of term time their University email accounts are not always accessed on regular basis. In such cases this has unfortunately led to either a delay in the completion of the casual worker registration form, or for the two week access window allowing the completion to be closed.

Casual workers are also reminded to check their emails on a regular basis and are advised that depending on their email filter set up they should also check their spam/junk mail folder.

- **What is the deadline for submitting timesheets?**

Authorised timesheets must reach the payroll department before the 14th of each month.

Please see the below link for further information:

<http://www.nottingham.ac.uk/fabs/finance/services/payrollandpensions/paydatesanddeadlines.aspx>

- **If I have a query regarding a CRF request/ casual worker who should I contact?**

Please contact a member of the HR Employment Support Services Team on 0115 9515202 quoting the **CRF reference number** associated with the casual worker.

Kind regards

Stephen Carmody
Employment Support Services Team Leader