

Date sent: 2<sup>nd</sup> April 2015

HR Update 15/014 Casual Worker Engagements - Record Maintenance Update

**\*\*\*MESSAGE FROM JASPAL KAUR, DIRECTOR OF HUMAN RESOURCES\*\*\***

Dear Colleague,

The Human Resources and Payroll Departments are working closely to improve the accuracy of our casual worker records. This is important to ensure that the University complies with our statutory obligation to provide accurate real time information to HM Revenue and Customs and enable casual workers to obtain the correct tax code information for each engagement and the correct benefits to which they may be entitled.

To this end we wish to remind you of the importance of workers submitting their timesheets in a timely manner and of the process that will be followed to close records from 1 May 2015. This process has been introduced in response to an Internal Audit Recommendation.

### **Pay Claims for Casual Workers**

Casual worker assignments are recorded on the University systems with a projected end date supplied by the recruiting manager. All time sheet pay claims should be submitted to the payroll department within two calendar months of the work having been completed. NB. Casual workers are paid at the same time as employees at the University. See: [Payroll Deadlines](#)

### **Record Maintenance**

As part of accurate record maintenance, it will be assumed that the projected end dates supplied on the manager's request form are correct, and therefore all casual workers will be given two complete months, from the month in which their projected end date falls, to submit any outstanding timesheets for payment. Casual worker records will automatically be closed after two complete calendar months following the projected end date, unless HR is notified otherwise by the manager.

For example: A casual worker has a projected end date of the 31 March 2015, the record will be closed on 1 June 2015 unless an extension has been confirmed by the manager. Any pay claims must be submitted by the end of May, the latest.

Thank you for your support in this matter and it would be appreciated if you could cascade this communication, as appropriate within your School/Department.

Regards.

**Jaspal Kaur**  
**Director of Human Resources**