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| A close-up of a logo  **Casual Worker Engagement Form** |
| **Guidance:** |
| * Please refer to [Casual Worker Engagement Guide](https://www.qmu.ac.uk/footer/vacancies/casual-workers/casual-worker-engagement-guide/) for further details * The Casual Worker Engagement Form should be used where a Engager identifies the need for work to be undertaken for 145 hours of less. If you require someone to work more than 145 hours please complete a Post Approval Form. You may also find it hepful to consult the [Appropriate Contract Use Policy](https://qmu.sharepoint.com/:w:/r/sites/HR/_layouts/15/Doc.aspx?sourcedoc=%7B74C87E27-E3C6-4455-A090-3533CFA4AF48%7D&file=Appropriate%20Contract%20Use%20Policy%20(temp%20amendment%20Jan24).docx&action=default&mobileredirect=true). * This form **must** be completed prior to any work being underaken and submitted to the budget holder for approval before sending to the casual worker for completion. * A worker engaged on a casual basis must have the right to work in the UK and have a UK bank account in order to be paid by the Univeristy * Further guidance for the casual worker is included at the end of this form. |

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| **Part 1a: Budget Holder Details (to be completed by the Engager or Budget Holder)** | |
| Name of Engager: |  |
| Position Title of Engager: |  |
| Work Order (Budget Code)  Valid QMU work order (budget codes) follow the format XXXXXX-XXX, start with a 5 or a 6 and only contain numbers. If you are unsure of the correct work order (budget code), please confirm this with the relevant budget holder. |  |
| Budget Holder Name: |  |
| Budget Holder Position Title: |  |
| Casual Worker Full Name: |  |
| Casual Worker Email Address: |  |

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| **Part 1b: Details of Assignment (to be completed by Engager or Budget Holder)** | | | | | | | | | | |
| Job Title:  The job title must reflect the work the casual worker will be undertaking, and the rate of pay must correspond to the purpose of assignment. For example, a Visiting Lecturer should be assigned the Visiting Lecturer rate of pay | | | |  | | | | | | |
| Division of Department: | | | |  | | | | | | |
| Purpose of Assignment: | | | | Choose an item. | | | | | | |
| PVG Check Required:  If a PVG check is required please contact Beth Doherty [bdoherty@qmu.ac.uk](mailto:bdoherty@qmu.ac.uk) or Louise Jones [LJones1@qmu.ac.uk](mailto:LJones1@qmu.ac.uk) to discuss | | | | Yes  No | | | | | | |
| Assignment Start Date: | | | | Click or tap to enter a date. | | | | | | |
| Assignment End Date: | | | | Click or tap to enter a date. | | | | | | |
| Total Hours for Assignment: | | | |  | | | | | | |
| Rate of Pay:  [Link to casual staff rates of pay](https://qmu.sharepoint.com/:w:/r/sites/HR/_layouts/15/Doc.aspx?sourcedoc=%7B1A1DB24A-8198-4725-B70C-DD16C31536C4%7D&file=Hourly%20Rates.docx&action=default&mobileredirect=true)  Doctoral Examiners - flat fee of £150.  External validation and review panel members - flat fee of £200.  Student reviewers - flat fee of £150.  *The above rates are the current rates agreed at 01/08/2025* | | | | Choose an item. | | | | | | |
| **Part 1c:** **Resources (to be completed by Engager or Budget Holder)** | | | | | | | | | | |
| By default casual workers do not receive access to University resources e.g. library; IT accounts, however if access is required to perform the work requested, please indicate below | | | | | | | | | | |
| Will the casual worker require IT access? | | | | Yes  No  If yes, the Engager or Budget Holder should complete the [IT Request Form.](https://qmu.sharepoint.com/:w:/r/sites/TheHelpdesk/_layouts/15/Doc.aspx?sourcedoc=%7BF9D3D07C-4E39-4F3F-B4CD-FF610E1C1834%7D&file=IT%20Request%20Form%20for%20Casual%20Workers%20and%20External%20Examiners.docx&action=default&mobileredirect=true)  Please note, HR will need to verify the right to work in the UK check and add the casual worker to iTrent before an account can be created by IT. | | | | | | |
| **Part 1d: Authorisation** | | | | | | | | | | |
| Budget Holder Signature: | | | |  | | | | | | |
| Date: | | | |  | | | | | | |
| **Instructions to Engager/Budget holder - Please now send this form to the casual worker** | | | | | | | | | | |
| **Part 2:** **Working at QMU (to be completed by casual worker)** | | | | | | | | | | |
|  | | | | | **Yes** | | | | | **No** |
| Have you worked for QMU before? | | | | |  | | | | |  |
| *If no, please complete all of part 2.* | | | | | | | | | | |
| If yes, have you worked for QMU in the past 12 months? | | | | |  | | | | |  |
| If no, please complete all of part 2 or tick here to confirm that the details you previously provided remain correct | | | | | | | | | | |
| If yes, please complete part 2b and 2d only unless any of your details requested in part 2a and 2b have changed. | | | | | | | | | | |
| **Part 2a: Personal Details (to be completed by casual worker)** | | | | | | | | | | |
| Title: | Surname: | | Forename: | | | | | | | |
| Home Address: | | | | | | | | | | |
| National Insurance Number: | |  | | | | Date of Birth: | | Click or tap to enter a date. | | |
| Name and Address of Bank (payment to UK bank accounts only): | | | | | | | | | | |
| Account Number: | | | | | | | Sort Code: | | | |
| Do you hold other employment? | | | | | | | Yes  No | | | |
| Please complete the [HMRC Starter Checklist](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1106535/Starter_checklist.pdf) and return with this form | | | | | | | | | | |
| All eligible employees are automatically enrolled into either the Lothian Pension Fund (support & research staff) or the Scottish Teachers Superannuation Scheme (academic staff). Auto-enrolment will take place 3 months after the first payment however you can opt into the relevant scheme at any time by emailing [queenmargaretuniversity@mhr.co.uk](mailto:queenmargaretuniversity@mhr.co.uk)  If however, you are already a member of the USS and wish to continue with this pension scheme, please tick the following box: | | | | | | | | | | |
| **Part 2b: Casual Worker Declaration** | | | | | | | | | | |
| I confirm that I have the right to work in the UK and will demonstrate this to the University prior to undertaking any work | | | | | | | | |  | |
| I confirm that I have a UK bank account and NI number (or am in the process of applying for an NI number) | | | | | | | | |  | |
| I understand and accept the Conditions of Service for Casual Workers | | | | | | | | | ☐ | |
| Signature: | | | | | Date: | | | | | |

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| **Instructions to HR – detached 2c onwards from completed form before sending to payroll.** | | | | | |
| **Part 2c: Personal Data and Diversity Data (to be completed by casual worker)** | | | | | |
| As part of our legal duties (Equality Act 2010 and Public Sector Equality Duty), we are required to collect data and monitor the diversity of our workforce. All diversity information provided below will be kept confidential and used anonymously for monitoring purposes only. | | | | | |
| **Mobile Number:** | | | **Email Address:** | | |
| **Sex:** | Choose an item. | | **Marital Status:** | | Choose an item. |
| **Do you consider yourself to be trans, or have a trans history?** (please select from the drop down list) | | | Choose an item. | | |
| **Nationality**  (please select from the drop down list) | | | Choose an item.  If other, please detail: | | |
| **Ethnic Origin**  (please select from the drop down list) | | | Choose an item. | | |
| **What religion, religious denomination or body do you belong to?** | | Choose an item. | **Are you a British Sign Language (BSL) user?** | Choose an item. | |
| **Which of the following best describes your sexual orientation?** | | Choose an item. | **Do you consider yourself to have a disability?**  [Information on disability under the Equalities Act 2010](https://www.gov.uk/government/publications/equality-act-guidance/disability-equality-act-2010-guidance-on-matters-to-be-taken-into-account-in-determining-questions-relating-to-the-definition-of-disability-html) | Choose an item.  If yes, please provide details:  If you would like to have a confidential discussion with an HR Partner regarding a disability or any workplace adjustments please email [HRSupport@qmu.ac.uk](mailto:HRSupport@qmu.ac.uk) | |

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| **Part 2d: Right to Work in the UK (to be completed by the casual worker)** |
| **I confirm that I have the right to work in the UK** Yes  QMU works with an Identity Service Provider (IDSP) called Amiqus in order to carry out the majority of our right to work checks.  For those with a valid British or Irish passport or valid Irish passport card, right to work check are completed digitally. On receipt of this completed form the Casual Worker will receive an email from Amiqus to request identification to complete the right to work check. This will then be verified by the HR team.  For those that do not hold a British or Irish passport but have the right to work in the UK, the right to work check is carried out via the Home Office Online Check. Amiqus can be used to gather the information required for the Home Office online check. The casual worker does not need to send their original documents to us by post.  The forms of ID that can be used to evidence right to work in the UK are listed in [List A and List B](https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version) on the government website. |
| **Guidance for Casual Workers**  **Terminology:**  **Engager –** this is the person that has invited you to undertake work for the University and is your main point of contact for any queries relating to your assignment.  **Budget holder** – this is the person that authorises the work to go ahead, this is likely to the Head of Division/Head of Department/Dean or Director.  Casual Worker – this is the person that is carrying out work for the University on a temporary basis.  **HMRC Guidance:**  Providing your employer with accurate details about yourself helps make sure that you are paying the correct amount of Tax and National Insurance contributions. It also helps to protect your entitlement to certain State Benefits and State Pension.   * Key personal details that your employer needs to have recorded accurately are: * Name – full and official forename(s) and surname *i.e. full forename(s) not initials* * Date of birth *- giving a wrong date of birth may affect your entitlement to state benefits* * UK National Insurance number (NINO) – *this will begin with two letters, followed by six numbers and will end with a letter either A, B, C or D. If you don’t know this you may find it on documents we have sent you e.g. Tax Credit Award notices, or from Department of Work and Pensions (DWP). It may also be on a payslip you have received or the following link will help you trace your NI number using form CA5403* [*http://search2.hmrc.gov.uk/kb5/hmrc/forms/view.page?record=WCHblKPNSXc&formId=3643*](http://search2.hmrc.gov.uk/kb5/hmrc/forms/view.page?record=WCHblKPNSXc&formId=3643) * Verification:   To ensure the details you provide are accurate, we need to verify the information from an official source such as:   * HMRC and /or Department for Work and Pensions (DWP) documentation * passport documentation * birth certificate * full driving licence (photo version)   **Hours of Work:** Please note that your working hours should not exceed the limits set out within the Working Time Directive. <http://www.direct.gov.uk/en/Employment/Employees/WorkingHoursAndTimeOff/DG_10029426>  **National Insurance Number:** Overseas/EEA students who do not have a valid UK National Insurance number, and have the right to work in the UK, should contact Jobcentre Plus – Telephone 0845 600 0643 (8am to 6pm, Monday to Friday). They may require you to attend an ‘Evidence of identity’ interview. They will advise you on what evidence you will be required to take with you to the interview in order to establish your identity. The consequence of you not registering and obtaining a permanent NI number is that it will not be possible to claim any credits or benefits in respect of any contributions that may have been paid or to secure a transfer of any such benefits to your country of origin.  **UK Visa & Immigration Regulations:** You must only complete work which is permitted on your visa route. If you are a Casual Worker on a student visa you will have a weekly working hours limit listed on your visa (normally 20 hours per week) and must not exceed this in any given week during term time or until your studies are completed. If you are on a student visa and have completed your studies, you must ensure that you provide evidence confirming your completion of studies to Human Resources and your Engager before you can be allocated any hours exceeding your term time limit. Evidence must be either a copy of your degree certificate, degree award letter or a letter from your Tutor/Visa and International Support Team confirming your course completion.  **Diversity Data:** Queen Margaret University is committed to promoting equality of opportunity. The primary aim of our [Equality and Diversity Policy](https://www.qmu.ac.uk/media/8d890b79e7bc1f6/equality-policy.pdf) is to ensure that all applicants and workers are treated equitably and are not discriminated against on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. In order for us to monitor the effectiveness of this policy we need information from you that will be held on a computerised database covered by the provisions of the Data Protection Act.  Your data will be processed in line with our [Worker Privacy Notice](https://www.qmu.ac.uk/footer/privacy-statement/qmu-casual-worker-privacy-notice/)  **Payment:** Once work has been completed please complete the Casual Worker Payment Form and submit to your Engager, who will verify the details send to the Budget Holder for authorisation, who will send to HR for payment. Please note that forms must be received by HR no later than the 3rd of the month for payment on the 25th of the month. Payment from QMU will be assessed for Income Tax & NICs under Pay As You Earn, having self-employment status elsewhere would not be relevant to QMU work.  **Expenses:** Payment for any agreed expenses incurred are claimed separately to your claim for hours worked. Your Engager can provide you with a copy of the expenses form you will require to claim expenses. |