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| A close-up of a logo  **Casual Worker Payment 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 University must have verified your Right to Work in the UK before undertaking any work for the University. * All work must be complete before making a claim. * You cannot be paid or work for more than 6 hours without an unpaid break of 20 minutes. * This claim will be assessed under UK Tax Legislation * If you are a member of staff then you should not complete this form. Please contact your HR Partner. |

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| **Part 1: Casual Worker & Position Details** | |
| Full Name of Casual Worker: |  |
| Known As Name: |  |
| Position Title: |  |
| School or Department |  |

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| **Casual Worker Statements** | |
| Have there been any updates to your bank and address details held by the University, since you were last paid? (Please ignore if this is your first engagement with the University) | Unchanged  Changed  If changed, please provide details: |
| For tax purposes, do you wish to be processed as a leaver following payment for this work?  Please note: If processed as a leaver, a P45 will be issued. You can still be rehired for future work.  The University will remove dormant casual staff records from our system on a quarterly basis. Once your record has been processed as leaver you will be issued with a P45. | Yes  No |

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| **Part 2: Payment Claim Details (to be completed by the Engager/Budget Holder)** |

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| Casual WorkerCasual Worker | | Engager/Budget Holder | | | Payroll | |
| Dates Worked | Hours to be claimed (to nearest 0.25 hours) | Type of work | **Essential information**  Work order (budget code)  *Valid QMU work order (budget codes) follow the format XXXXXX-XXX* | [Hourly Rate](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)  (Visit link above)  OR  Flat Fee (Only to be used for Doctoral Examiners, Review Panel Members and Student Reviewers) | Holiday Pay | Total Hourly rate to be Paid |
|  |  | Choose an item. |  |  |  |  |
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|  | **Total Hours claimed:** |  |  |  |  |  |

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| Casual Worker Signature & Date: | | | |
| **Part 3: Declarations to be completed by the Engager/Budget Holder:** | |  |  |
| I have provided the correct work order (budget code) in Part 2 of the form. | Choose an item. | All work described in Part 2 has been completed by the Casual Worker. | Choose an item. |
| I have verified that the hours, the pay rate and work type are accurate and is what was reflected on the Casual Worker form. | Choose an item. | I can confirm that the Casual Worker did not work for more than 6 hours continuously without a break | Choose an item. |

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| Engager Signature & Date: |
| Budget Holder Signature & Date (for completion if Engager is not a budget holder): |