**Instructions for Setting Up Casual Contracts – HSC Staff only**

As you are aware, we currently have a large number of casual staff on our database. Before requesting the set-up of a new casual contract, please check the current database to ensure we do not have a suitable member of staff already set-up on a contract. Please email Úna Speed (uspeed@essex.ac.uk), who will be happy to provide this information. If you need to set up a new casual contract, instructions are below:

1. Please speak with your Divisional Lead (budget holder) and confirm the following:

a) Total number of hours from start date to the end of financial year (31/07)

b) Rate of pay (see Rates of Pay appendix I)

c) Cost code

d) Start date

1. External contributors email address
2. External contributors Right to Work (RTW) document (see RTW Guidance appendix II)
3. When you have received documentation 1-3 above, please pass to Úna Speed at [uspeed@essex.ac.uk](mailto:uspeed@essex.ac.uk)
4. Casual contracts (on-demand) will take up to two weeks to process. Please ensure you have all relevant documentation completed ***at least two weeks before*** any work is undertaken.

***Rates of Pay - Appendix I***

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| **Rate A – Grade 9 / Spine Point 43 – Visiting Lecturer currently £27.60** |
| For External Contributors who work independently, autonomously and are expected to undertake preparation for the contribution made.  *E.g. preparing and delivering a taught session, undertaking review or marking of assessed work such as portfolios.* |
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| **Rate B – Grade 7 / Spine Point 27 – Visiting Tutor currently £17.23** |
| For External Contributors that are not expected to work without facilitation or supervision and are not required to prepare before a session or activity they are contributing to.  *E.g. engaging in interviews, OSCE actors* |
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| **Rate C – Grade 5 / Spine Point 16 – Senior Visiting School Support Services currently £12.63** |
| For External Contributors that are providing senior invigilation or advanced administrative support |
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| **Rate D – Grade 3 / Spine Point 6 – Visiting School Support Services currently £10.43** |
| For External Contributors that are providing casual invigilation or standard administrative support |
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| Effect from 01 August 2022 |

***RTW Guidance - Appendix II***

**All right to work checks must be carried out face to face prior to the set-up of the casual contract**. You should advise your externals to bring their right to work document to HSC reception where it will be checked and scanned.

Please note that if an external is an EU, EEA , Swiss or overseas citizen they must carry out [an HMRC online check](https://www.gov.uk/prove-right-to-work) and let you have the unique code and their date of birth for you to be able to retrieve this from Gov.uk Right to Work page at <https://www.gov.uk/view-right-to-work>, save it as a pdf, sign and date. Please note that UoE still require such externals to bring the original of the documents (passport with visa, biometric residence cards or permits), copies can be checked by HSC reception and scanned.

**For external contributors that are unable to come to campus**. We have a number of external contributors like markers, workshop providers, lectures etc. who deliver their services remotely and never come on campus, so we are not able to carry out a face-to-face RTW check for them.

The University People and Culture Right to Work in UK team has access to a service provided by TrustID, which will allow **virtual checks for in-date UK and Irish passports** in the following situations:

1. The individual will never (or very rarely) be on campus

2. It would not be feasible for the individual to present their passport prior to their start date (e.g. relocating to Colchester the day before start date)

3. Delaying the start date to allow the checks to take place would create significant risk to the University

Please note that these remote checks can ***only*** be carried out by the P&C team who are registered with the TrustID service. This service can only be carried out for the current valid passports – if the document is past its valid-until-date, then these individuals must bring the document with them for face-to-face check so the casual contract can be processed.

If you have external(s) who cannot come on campus and produce their RTW themselves, then you can request their checks to be carried out by P&C team in the following way:

* Email the Right to Work Team at [righttowork@essex.ac.uk](mailto:righttowork@essex.ac.uk) , stating the name & contact email address of your external and the date the teaching is scheduled. You can list several externals at a time if you wish – but please **do this at least 2 weeks prior** to the external contributor’s start date.
* Please indicate in your email which of the three reasons listed above calls for the virtual RTW check.
* Notify your external(s) that they will receive an email from [cloud@trustid.gov.uk](mailto:cloud@trustid.gov.uk) with a link they need to follow to access a simple form where they can upload the picture of their passport and have their photo taken (so they must have a webcam or laptop/tablet/telephone camera available).
* TrustID will carry out the document check and email the pdf result to the Right to Work team in the University who will then notify you that the check is completed.
* The Right to Work team will then contact the external(s) requesting a video call to carry out the proof of identity against the passport and the picture they received from the Trust ID service.