



'ONE OFF' CASUAL NEW STARTER FORM

PERSONAL DETAILS		
Surname:	Forenames:	Title:
Home address:		
Postcode:	Date of Birth:	
National Insurance Number:		
Please state your legal gender: Male <input type="checkbox"/> Female <input type="checkbox"/> (This is for HMRC Purposes)		
Please tick this box if you would like to record your gender as Non-binary for University purposes <input type="checkbox"/> (You can also record your title as Mx if you wish)		

EMPLOYMENT DETAILS	
Start date:	Position held:
Department:	Please Tick if you hold a UKBA Tier 2 Visa <input type="checkbox"/>

PAYMENT DETAILS	
Name of bank:	Branch name:
Account holder name:	
Sort code:	Account number:
Roll/Reference Number (If applicable):	

EMPLOYEE STATEMENT		
Have you attached a P45 with a leave date after the last 6th April? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Please tick one of the following options:		
<input type="checkbox"/> This is my first job since last 6th April and I have not been receiving taxable Jobseekers Allowance, Employment and Support Allowance, taxable incapacity benefit, State or Occupational Pension	<input type="checkbox"/> This is now my only job but since last 6th April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension	<input type="checkbox"/> As well as my new job, I have another job or receive a state or occupational Pension
Notes Failure to complete the legislation items may result in you paying higher tax.		

STUDENT LOANS

You will have a Plan 1 Student Loan if:

- You lived in Scotland or Northern Ireland when you started your course, or
- You lived in England or Wales and started your course before September 2012

You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1 September 2012.

A Do you have a student Loan which is not fully repaid?	<input type="checkbox"/> YES Go to question B <input type="checkbox"/> NO Go to Right to Work
B Are you repaying your student Loan direct to the Student Loans Company by agreed monthly payments?	<input type="checkbox"/> YES Go to question D <input type="checkbox"/> NO Go to question C
C What type of Student Loan do you have?	<input type="checkbox"/> PLAN 1 <input type="checkbox"/> PLAN 2
D Did you finish your studies before the last 6 April?	<input type="checkbox"/> YES <input type="checkbox"/> NO

RIGHT TO WORK

I have provided my Right to Work documentation to my manager ahead of the commencement of my contract

Details of what documentation is required can be found at www.essex.ac.uk/hr/policies/docs/RTWdocs.pdf

* If you are a Tier 4 student as well as a valid visa you must provide a letter confirming your term dates (this can be obtained by emailing the International Services Team at casquery@essex.ac.uk) and a completed Tier 4 declaration form which can be found here <https://www1.essex.ac.uk/hr/forms/authorised/tier-4-student-declaration.pdf>

Employee Signature:

Date:

Please ensure you communicate any changes to the above information to payroll to ensure all data held is accurate.

The University of Essex is registered under the Data Protection Act 1998 to enable it to hold and process personal data about its staff for employment purposes. The data collected is for the purpose of payroll and will be kept secure and will only be disclosed to people who need to know in accordance with the University's registration act.

CHECKLIST (PAYROLL USE ONLY)

- | | | |
|---|---|---|
| <input type="checkbox"/> Dates worked | <input type="checkbox"/> Authorised | <input type="checkbox"/> Right To Work Docs |
| <input type="checkbox"/> Tier 4 Dec (If Applicable) | <input type="checkbox"/> Term Date Letter (If Applicable) | |

Payroll Signature:

Date: