

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 Elaine Peaston-Jones (hscextcs@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 A)
 - c) Cost code
 - d) Start date
2. External contributors email address
3. External contributors Right to Work (RTW) document (see RTW Guidance appendix B, C & D)
4. When you have received documentation 1-3 above, please pass to Elaine Peaston-Jones at hscextcs@essex.ac.uk
5. 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 A

Rate A – Grade 9 / Spine Point 43 – Visiting Lecturer	currently £28.98
For External Contributors who work independently, autonomously and are expected to undertake preparation for the contribution made. <i>E.g. preparing and delivering a taught session, undertaking review or marking of assessed work such as portfolios.</i>	
Rate B – Grade 7 / Spine Point 27 – Visiting Tutor	currently £18.09
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. <i>E.g. engaging in interviews, OSCE actors</i>	
Rate C – Grade 5 / Spine Point 16 – Senior Visiting School Support Services	currently £13.39
For External Contributors that are providing senior invigilation or advanced administrative support	
Rate D – Grade 3 / Spine Point 6 – Visiting School Support Services	currently £11.16
For External Contributors that are providing casual invigilation or standard administrative support	
Effect from 01 August 2023	

RTW Guidance for UK or Irish citizens - Appendix B

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.

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 only** 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 staffing@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 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.

RTW Guidance for EU, EEA, Swiss or overseas citizens - Appendix C

If your external is an EU, EEA , Swiss or overseas citizen, below please find list of documents needed:

1. **Home Office online check** – this is their official RTW check – they need to request a share code from [Prove your right to work to an employer: get a share code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/proof-your-right-to-work-to-an-employer-get-a-share-code) and you will need to go to [Check a job applicant's right to work: use their share code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/check-a-job-applicant-s-right-to-work-use-their-share-code) and enter the share code, their date of birth and 'University of Essex' as the employer name. You must meet with the individual, either in person or via Zoom and verify that they are the person on the 'view right to work screen', that there aren't any visa conditions preventing them from undertaking the role they are being employed to do, and any hours limitations (*usually 20 hours per week in term-time**). Download the PDF from the web page. You will need to *tick* the boxes and add the following to the bottom of the form:
The date on which the right to work check was made:
[enter date – must be the same date of the online check] by [enter your name]
[add your signature – must be a wet or electronic signature, not typed]
2. **Passport** (scanned copy of photo and adjoining pages only) – This just needs to be a scanned copy which they can email to you. You should **not** sign/date/verify this.

RTW Guidance for Students with a Student visa or Tier 4 visa -- Appendix D

To set up student with a Student visa or Tier 4 visa on a casual contact, below please find list of documents needed:

1. **Home Office online check** – this is their official RTW check – they need to request a share code from [Prove your right to work to an employer: get a share code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/proof-your-right-to-work-to-an-employer-get-a-share-code) and you will need to go to [Check a job applicant's right to work: use their share code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/check-a-job-applicant-s-right-to-work-use-their-share-code) and enter the share code, their date of birth and 'University of Essex' as the employer name. You must meet with the individual, either in person or via Zoom and verify that they are the person on the 'view right to work screen', that there aren't any visa conditions preventing them from undertaking the role they are being employed to do, and any hours limitations (*usually* 20 hours per week in term-time*). Download the PDF from the web page. You will need to *tick* the boxes and add the following to the bottom of the form:
The date on which the right to work check was made:
[enter date – must be the same date of the online check] by [enter your name]
[add your signature – must be a wet or electronic signature, not typed]
2. **Passport** (scanned copy of photo and adjoining pages only) – This just needs to be a scanned copy which they can email to you. You should **not** sign/date/verify this.
3. **Biometric Residence Permit (BRP)** (scanned copy of front and back) – This just needs to be a scanned copy which they can email to you. You should **not** sign/date/verify this. **Please note:** not all individuals will have a BRP. If they don't, please confirm the visa type (i.e Student visa or Tier 4 visa)
4. **Declaration Form** - the student will need to complete a declaration form, see [Right to work checks | University of Essex](#)
5. **Term Date Evidence** (this is different for each student, see below):
 - **Degree level students** on a standard term date pattern can provide a screenshot of their term dates on the UoE main Governance page (including date/URL in the screenshot). If they have different term-times, they will need to request a term date letter from askthehub@essex.ac.uk
 - **PhD students** are always classed as being in term-time so are limited to 20 hours per week all year round until they provide evidence to P&C that they have completed their studies*. They just need to provide their Certificate of Registration from Grad Intel
 - All other students should request a term date letter from askthehub@essex.ac.uk
 - **Students studying elsewhere** should provide a term date letter from their university. If they are a PhD student, they are also always classed as being in term-time so are limited to 20 hours per week all year round until they provide evidence to P&C that they have completed their studies*.

*Once student studying any level of course provides evidence to righttowork@essex.ac.uk they will be classed as being in vacation period and can work full-time on a fixed-term contract until the expiry of their visa. The evidence can be a course certificate or official letter stating the course is complete. For PhD students, competition is once the viva has taken place, all corrections have been made and the final thesis has been submitted. There are other situations where a student could work more hours, but this will be due to the individual's situation. Further guidance can be obtained by emailing righttowork@essex.ac.uk