

## PROCESS DOCUMENT

Process Name	Postgraduate demonstrators (PGD's)	Process Owner	Payroll
Process Start Point	Academic Unit	Process Output	Postgraduate demonstrator on SAP
Date Process Documented	May 2017	Version	1

	Process	Actioned by	Timescales
1.	<p>The Academic Unit identifies students who they wish to be registered as Postgraduate Demonstrators (PGDs).</p> <p><b>NOTE:</b> Students should have a minimum of 1 year of visa/eligibility to work.</p>	Academic Unit	
2.	<p>The Academic Unit asks the student to complete sections 1 and 2 the PGS1 when they undertake their first period of work.</p> <p>The date of the appointment from should be the date worked started.</p> <p>The Academic Unit must sign Section 3 of the form to confirm they have verified the details provided in Section 1.</p>	Academic Unit	
3.	<p>The Academic Unit gives the student a copy of the "Statement of Arrangements" to confirm that they have been added to the register of Postgraduate students to undertake teaching and demonstrating duties.</p>	Academic Unit	
4.	<p>The Academic Unit must retain a copy of the PGS1 form; copy of the passport front cover; photo page; visa page or biometric identity card if the student is non-EEA; or Yellow Registration Certificate if the student is a Bulgarian or Romanian National.</p> <p>These records must be retained for 2 years after the student leaves.</p>	Academic Unit	
5.	<p>The Academic Unit sends the PGS1 to Payroll within the first week of the month in which student will first work.</p> <p>The corresponding Monthly Hours form (PGSPay) for payment must be received by Payroll by the 12<sup>th</sup> day of the month in which they are to be paid.</p>	Academic Unit	<p>First week of the relevant month.</p> <p>Before 12<sup>th</sup> of the month.</p>

	Process	Actioned by	Timescales
6.	Payroll inputs the student onto SAP.  Students will be put onto SAP for either: a) the length of their appointment (max 3 yrs.) / studentship OR b) the length of their Visa/eligibility to work, whichever is the shorter.	Payroll	
7.	Payroll to record the SAP personnel number on the bottom of the PGS1 form.	Payroll	
8.	Payroll to input relevant data on to SAP and scan the form	Payroll	
9.	The student is paid by Payroll.	Payroll	
10.	<b>Student Data</b> will carry out an annual request for student visas to be presented and verified.  Student Data will contact Schools if there are any problems	Student Progress Service (Student Data)	
11.	If a student is to be extended the Academic Unit will need to complete and send a PGS2 form to Payroll.  This is to clearly show the new visa/eligibility to work end date.  Any extension of the PGD Registration must be received by Payroll no less than one month prior to the current visa end date.	Academic Unit	One month prior to the current visa end date.
12.	Payroll will update the Contract end date and visa end date records for workers with the details provided on the PGS2 form.	Payroll	To be processed immediately.
13.	Students will be made leavers at the end of their appointment / studentship or visa/eligibility to work period, whichever is the shorter.  This is unless a PGS2 form is received no later than one month in advance of the original end date.  HM Revenue and Customs will be notified that the student has left employment and the tax form P45 will be sent to the home address of the student. It is important to keep payroll informed of any changes to the home address.	Academic Unit	
14.	<b>Process Complete.</b>		