

NEWCASTLE UNIVERSITY STUDENTS PAYROLL FORM

This form is to be completed in respect of any Newcastle University student who is to be asked to carry out work on an occasional hourly paid basis.

Payroll deadlines are available at <http://www.ncl.ac.uk/hr/pay/payroll.php>

Students paid via this method must be issued with a Casual Working Arrangement or Statement of Arrangements if Teaching and Demonstrating.

SECTION 1 – FOR COMPLETION BY THE NEWCASTLE UNIVERSITY STUDENT

New Starter ☐ Transfer of position ☐ Extension of contract ☐

Work being completed:

Teaching and Demonstrating ☐ Other Student Work ☐

- **THE FOLLOWING PERSONAL INFORMATION IS REQUIRED BY HM REVENUE & CUSTOMS (please see HMRC Guidance on page 5)**
- **NAMES MUST BE PRECISELY AS SHOWN ON OFFICIAL DOCUMENT e.g. PASSPORT**
- **FAILURE TO PROVIDE ACCURATE AND COMPLETE INFORMATION WILL MEAN PAYMENT CANNOT BE PROCESSED**

Title: _____ Surname (Last Name): _____

First Name: _____ Middle Name(s): _____

National Insurance Number: _____ Date of Birth: _____ (DD/MM/YY)

If you have never had a National Insurance number you must contact your Jobcentre Plus office. The following link will help you through the application process <http://www.hmrc.gov.uk/ni/intro/number.htm>

MALE/FEMALE (Delete as appropriate) Nationality: _____

Student Number _____ Tick if you are a Tier 4 (general) student ☐

Home Address in UK: _____

_____ Post Code: _____

Student email address: _____

Place of work (Academic/Service Unit & Building for Payslips)

Unit _____ Building _____

Date Right To Work check conducted on _____

Non-EEA Students Only

Visa start date: _____ Visa end date: _____

SECTION 1a – FOR COMPLETION BY A MEMBER OF THE RELEVANT ACADEMIC/SERVICE UNIT

I verify that the above data is a correct reflection of details shown on official documentation and confirm that a valid right to work check has been conducted in line with UKVI guidance, a copy of which is signed, dated and attached. **N.B. For the right to work to be valid, the following wording must be used 'Conducted on (insert date)' followed by the name and signature of the member of staff who has completed the right to work check.**

Name (please print): _____ Signature: _____

If this section is not signed the payment cannot be processed and the form will be returned for completion.

SECTION 2 – FOR COMPLETION BY THE NEWCASTLE UNIVERSITY STUDENT

Note that tax and bank details do not need completed for extensions/transfers unless your bank details have changed since your last payment

P45 TAX FORM:- ATTACHED / NOT AVAILABLE Please delete as appropriate—(only needed for new starters)
 Please note that if a P45 or Leaver Statement is not available, Income Tax will be deducted at basic rate or higher rate as appropriate.

TAX FORM DECLARATION (This must be completed even if a P45 is attached)**Your present circumstances**

Read all the following statements carefully and enter 'X' in **the one** box that applies to you.

A – This is my first job since last 6 April and **I have not** been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension. **A** ☐

OR

B – This is now my only job, but since last 6 April **I have** had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension. **B** ☐

OR

C – I have another job or receive a state or occupational pension. **C** ☐

Student Loans (advanced in the UK)

If you left a course of UK Higher Education before last 6 April and received your first UK Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter 'X' in box D.

*(Do **not** enter 'X' in box D if you are repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account.)* **D** ☐

BANK ACCOUNT DETAILS - Payment will be made by credit transfer, only into a UK bank or building society of your choice on the LAST banking day of each month.

Sort Code _ _ - _ _ - _ _ **Account Number** _ _ _ _ _ _ _ _ _ _

Building Society Roll Number _ _ _ _ _ _ _ _ _ _
 (where applicable)

Name on the Account _____
 (as shown on the cheque book etc.)

PENSIONS AUTO ENROLMENT

If your earnings from the University reach the auto enrolment trigger, and you are aged 22 or over and under State Pension Age, you will be auto-enrolled into a qualifying pension scheme after three months. For further information see <http://www.ncl.ac.uk/hr/benefits/pensions/auto-enrolment.php>

This data is used solely for monitoring purposes

What is your ETHNIC GROUP?

Choose ONE section from A to E, then tick the appropriate box to indicate your background

A White <input type="checkbox"/> White <input type="checkbox"/> Gypsy or Traveller	B Mixed <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed background	C Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background
D Black or Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background	E Other ethnic group <input type="checkbox"/> Chinese <input type="checkbox"/> Arab <input type="checkbox"/> Any other Ethnic background	If you have ticked an 'Other' box, please write in the details below:
<input type="checkbox"/> Information refused		

Do you have a disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Information refused
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If you have declared a disability please liaise with the Academic/Service Unit to discuss any arrangements or adjustments that may be necessary

DECLARATION – I confirm that the above information is correct. I understand it is my responsibility to inform the University of any changes to my visa status and/or eligibility to work in the UK.

Data Protection statement: The University will process the data provided on this form in accordance with the HR privacy notice which can be found on our website at

<https://www.ncl.ac.uk/vacancies/preemployment/>

STUDENT SIGNATURE _____ **DATE** _____

SECTION 3 - FOR COMPLETION BY HEAD OF ACADEMIC/SERVICE UNIT OR OTHER AUTHORISED PERSON

DATE OF APPOINTMENT FROM: _____ **TO:** _____ (DDMMYY)

Note: The Student cannot commence any work prior to the right to work check being completed, and work cannot extend past the visa end date.

Tier 4 (General) students can ONLY be employed in Teaching and Demonstrating roles or via Jobs On Campus. Details about the JobsOC process are available at
https://internal.ncl.ac.uk/careers/staff/staff_and_schools/employ_student.php

Position: Student Ambassador ☐ Student Packer ☐ Student Mentor ☐
 Rise Up Intern ☐ Jobs On Campus ☐ Undergraduate Tutor ☐
 Teaching and Demonstrating ☐ Other : _____

Is this individual likely to be exposed to allergens and require an allergy test? Yes ☐ No ☐

If Teaching and Demonstrating please provide details of the Position Code: _____

SIGNATURE _____

NAME (Please print) _____ **DATE** _____

ACADEMIC/SERVICE UNIT: _____

For Jobs On Campus roles please forward this form to jobsoc@ncl.ac.uk for authorisation. All other forms should be forwarded to payroll@ncl.ac.uk.

Payments will not be made if forms are incomplete.

Guidance notes

It is the responsibility of the Academic/Service Unit to ensure all details have been accurately recorded as per HMRC guidance below.

HMRC Guidance

Providing your employer with accurate details about yourself helps make sure that you are paying the correct amount of tax and National Insurance contributions. It also helps to protect your entitlement to certain State Benefits and State Pension.

Key personal details that your employer needs to have recorded accurately are:-

- Name – full and official forename(s) and surname *i.e. full forename(s) not initials*
- Date of birth - *giving a wrong date of birth may affect your entitlement to state benefits*
- National Insurance number (NINO) – *this will begin with two letters, followed by six numbers and will end with a letter either A, B, C or D. If you don't know this you may find it on documents we have sent you e.g. Tax Credit Award notices, or from Department of Work and Pensions (DWP). It may also be on a payslip you have received or the following link will help you trace your NI number using form CA5403*
<http://search2.hmrc.gov.uk/kb5/hmrc/forms/view.page?record=WCHbIKPNSXc&formId=3643>

Tier 4 (general) students

The UK Visas and Immigration Service (UKVI) imposes strict rules on the maximum working hours of Tier 4 students which must be complied with. Breaching these rules can lead to civil and criminal penalties for the University, revocation of the University's UKVI Sponsor Licence and the student being deported. It is therefore imperative that both the University and the student comply with the UKVI rules and the University's Student Employment on Campus policy and procedures. Intentional non-compliance may result in disciplinary action.

Further information can be found on the [Student Visa Team's webpage](#).

Tier 4 (general) students:

- must only work in one position at any time. If they decide to change role then they must notify their current manager and resign from their post. Details are available on the HR web pages: <http://www.ncl.ac.uk/hr/recruitment/student.php>
- are permitted to work a maximum of 20 hours per week during term time (or the maximum stated on their Biometric Residence Permit).
- PhD students are permitted to work in excess of 20 hours per week, providing they have submitted a Student Notification of Absence Form and received approval before undertaking the additional work.

Tier 4 (General) students can only be employed in one of three ways:

- Regular employment on a contract of employment (processed by HR)
- Through JobsOC via a Casual Workers Arrangement (processed by JobsOC)
- As a Teaching & Demonstrating staff via a Statement of Arrangements (processed by Payroll)