

# Claim for Payment for Casual Services

## First Claim Form

**NOTE TO DEPARTMENTS:** Please ensure that Section C is separated as it is destined for a different department of the University.  
**Please remove this page before submitting the form to Payroll.**

### Guidance for Completion

This form should be completed (in black ink) if you are to be paid for casual work via our Claims Payroll and this is the first claim you make in Academic Year 2017-18. University Teaching claims **CANNOT** be submitted using this form.

#### Section A - Claim Payments Form

Once completed, this form must be approved by your supervisor.

**Please note that all claims will be paid by BACS transfer straight to your bank.**

#### Section B - Personal Details Form - Ensure all parts are completed.

Your e-mail address (business or personal) must be provided, as payslips are sent only by password protected email. Instructions for the password will be in the email you receive.

We will retain your personal data whilst you are submitting claim forms, so we can pay you accurately and fulfil our statutory reporting obligations (for example, to HM Revenue and Customs). You can ask for a copy of of your data at any time during or after your work for us.

Please pass Sections A and B of the form to your department administrator.

#### Section C – HESA and Equality and Diversity Monitoring

**Place this form separately in a sealed envelope once completed and pass to Human Resources or attach it in an email to [workforceinfo.hr@lboro.ac.uk](mailto:workforceinfo.hr@lboro.ac.uk).**

(Some information held about you by the University is sent in coded and anonymized form to HESA annually which is primarily used for statistical analysis by HESA. For more information please visit [www.hesa.ac.uk](http://www.hesa.ac.uk))

**Staff Equality and Diversity Groups** – If you would like to find out more about these please follow this link: <http://www.lboro.ac.uk/services/hr/a-z/equality-staff-support-groups.html>

#### **Pension Scheme (Variable time employees – Casual workers/Zero hours contracts)**

Enrolment into a pension scheme is not automatic but you can contact the University pension department if you wish to join at [pensions@lists.lboro.ac.uk](mailto:pensions@lists.lboro.ac.uk). If you are assessed and found to be an eligible job holder, a postponement period of 3 months will be used to check whether you are still eligible for auto enrolment at that point; if you then meet the criteria, you will then be enrolled into a scheme and you will be contacted once the assessment is complete.

## Section A CLAIM PAYMENTS FORM



University Teaching claims should be made through my.HR. Claims must be recorded in hours. This form should also be used for members of staff who work additional hours other than in their substantive role. Please ensure form is completed *in full* before forwarding to the employing School or Department for approval. Forms will only be processed when sent by the School or Department to Payroll following approval. Incorrectly completed forms will be returned to the School or Department.

<b>Department:</b>		<b>Staff Number:</b>
<b>Title:</b>	<b>First Name(s):</b>	<b>Family Name:</b>
<b>Are you currently on a Tier 4 student visa?</b>  <b>Yes / No</b>	<b>Student number (if applicable):</b>	<b>Expected study end date (if applicable):</b>

**IMPORTANT: Students on a Tier 4 student visa can only work a maximum of 20 hours in a single week, i.e Monday to Sunday, across all departments, including voluntary work. Any breach of this limit will affect your right to study in the UK and your visa could be at risk and revoked by the Home Office.**

<b>Dates worked</b> <i>Must be split into weeks</i> dd/mm/yyyy	<b>Details of work</b>	<b>Hourly rate</b>	<b>Grade</b>	<b>Spinal point</b>	<b>Hours</b> <i>Mandatory</i>	<b>Total</b>
Wk1     /     /		£				£
Wk2     /     /		£				£
Wk3     /     /		£				£
Wk4     /     /		£				£
<b>IMPORTANT - A week commences Monday and ends Sunday</b>					<b>Totals:</b>	<b>£</b>

I confirm that this is a true and accurate representation of the work carried out by me on behalf of Loughborough University.

Claimant Signature .....

Date...../...../.....

### FOR OFFICE USE ONLY

[SOC codes can be found here.](#)

Queries on SOC codes should be directed to [itrentadmin@lboro.ac.uk](mailto:itrentadmin@lboro.ac.uk)

Cost Centre	Account Code	Project Code	SOC code

**By signing this form, I confirm that this person's nationality and their Right to Work in the UK were checked prior to them commencing work with the University and can provide copies of the original documents. **Tier 4 Visa holders ONLY: The verified passport and visa documents must be attached.****

Checked in department by [print name]

Signature of department checker

Date of check

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...../...../.....

Authoriser [print name]

Signature of authoriser

Date of authorisation

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...../...../.....

## Section B CLAIMS PAYROLL PERSONAL DETAILS FORM



Loughborough University

*This information will be kept by Payroll. If you make another claim during this academic year and your record has not been closed, you will not be asked to provide this information again.*

Personal Details											
Date of Birth											
Gender											
E-mail address (mandatory)											
National Insurance Number (it is now obligatory to provide a NI number - if you do not have this please contact Jobcentre Plus urgently, tel: 0845 6000643 or visit <a href="https://www.gov.uk/apply-national-insurance-number">https://www.gov.uk/apply-national-insurance-number</a> )	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>										
Address											

Bank Details										
Bank/Building Society Name										
Bank/Building Society Branch Address										
Sort Code	<table border="1"> <tr> <td></td><td></td><td></td><td>-</td><td></td><td></td><td>-</td><td></td><td></td> </tr> </table>				-			-		
			-			-				
Account Number This should be no more than eight digits and is <b>not</b> the long number across a bank card.	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>									
Building Society Roll Number (if applicable)										

### Your Present Circumstances (for tax purposes)

Please tick the appropriate box.

- This is my first job since 6 April and **I have not** been receiving taxable Jobseekers Allowance or taxable Incapacity Benefit or a state or occupational pension.
- This is now my only job, but since 6 April **I have** had another job, or have received taxable Jobseekers Allowance or Incapacity Benefit. I do not receive a state or occupation pension.
- I have another job or receive a state or occupational pension.

Do you have a Student Loan which is not fully repaid? (Tick if your answer is Yes)

Are you repaying your Student Loan direct to the Student Loan Company by agreed monthly payments? (Tick if your answer is Yes)

**Student Loan Plans**

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 1 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.

What type of Student Loan do you have?

- Plan 1
- Plan 2

Did you finish your studies before the last 6 April? (Tick if your answer is Yes)

Claimant Signature ..... Date.....

**Section C Higher Education Statistics Agency (HESA) Staff Statistical Return**



Please complete all questions in the form below by ticking the appropriate box or completing written fields where applicable.

Name \_\_\_\_\_ Position Title \_\_\_\_\_

Department \_\_\_\_\_

**Section I: Highest Qualification**

My Highest Qualification is: (Please tick one box only)

<input type="checkbox"/>	Doctorate	<input type="checkbox"/>	Diploma of Higher Education
<input type="checkbox"/>	Other Higher Degree	<input type="checkbox"/>	Higher National Diploma/Higher National Certificate (HNC/HND)
<input type="checkbox"/>	Postgraduate certificate of Education (PGCE)	<input type="checkbox"/>	Other Undergraduate Qualification (Including Professional)
<input type="checkbox"/>	Other Postgraduate Qualification (Including Professional)	<input type="checkbox"/>	A Level / Scottish Higher or equivalent (NVQ/SVQ Level 3)
<input type="checkbox"/>	First Degree	<input type="checkbox"/>	O Level / GCSE or equivalent (NVQ/SVQ Level 2)
<input type="checkbox"/>	First Degree with Qualified Teacher Status	<input type="checkbox"/>	Other Qualification
<input type="checkbox"/>	Other Qualifications at First Degree Level (Including Professional)	<input type="checkbox"/>	No Academic Qualifications

**Section II Nationality**

My country of legal nationality is: (Where you have dual nationality, please state both countries)

**Section III: Previous Employment Details**

Nature of employment prior to entering employment at Loughborough University: (Please tick one box).

<input type="checkbox"/>	Another Higher Education Institution in the UK (Please Answer III.1)	<input type="checkbox"/>	NHS/General Medical or General Dental Practice in the UK
<input type="checkbox"/>	Higher Education Institution Overseas	<input type="checkbox"/>	Health Services Overseas
<input type="checkbox"/>	Other Education Institution in the UK	<input type="checkbox"/>	Other Public Sector in the UK
<input type="checkbox"/>	Other Education Institution Overseas	<input type="checkbox"/>	Private Industry / Commerce in the UK
<input type="checkbox"/>	Research Institution in the UK	<input type="checkbox"/>	Self-employed in the UK
<input type="checkbox"/>	Research Institution Overseas	<input type="checkbox"/>	Other Employment in the UK
<input type="checkbox"/>	Student in the UK	<input type="checkbox"/>	Other Employment Overseas
<input type="checkbox"/>	Student Overseas	<input type="checkbox"/>	Not in Regular Employment

If you have previously worked in “**Another Higher Educational Institution in the UK**” Please give details of your **HESA Staff Identification Number** (13 digit number – your previous institution should be able to provide you with this) and also the **Previous Higher Educational Institution Name**:



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**Section IV: Academic Teaching Qualification (*applicable to All Academic Staff, excl. Research only*)**

My higher education or relevant teaching qualification held is: (You may tick a maximum of 6 boxes):

<input type="checkbox"/>	Completed an Institutional provision in teaching in the HE Sector (accredited against the UK Professional Standards Framework)	<input type="checkbox"/>	Holder of a PGCE in higher, secondary or further education, lifelong learning or any other equivalent UK Qualification
<input type="checkbox"/>	Recognised by the HEA as an Associate Fellow	<input type="checkbox"/>	Accredited as a teacher of your subject by a professional UK body
<input type="checkbox"/>	Recognised by the HEA as a Fellow	<input type="checkbox"/>	Other UK accreditation or qualification in teaching in the HE Sector
<input type="checkbox"/>	Recognised by the HEA as a Senior Fellow	<input type="checkbox"/>	Overseas accreditation or qualification for any level of teaching
<input type="checkbox"/>	Recognised by the HEA as a Principal Fellow	<input type="checkbox"/>	Not known
<input type="checkbox"/>	Holder of a National Teaching Fellowship Scheme Individual Award	<input type="checkbox"/>	No qualification held

**Section V: Current Academic Discipline (*applicable to All Academic Staff, Inc. Research only*)**

The [discipline\(s\)](#) of my CURRENT teaching/research position is:

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## **Equality and Diversity**

**If you have already provided this information in another way, then you do not have to complete this section**

*Loughborough University is committed to achieving equality for all those who learn and work here, aligned to the Equality Act 2010, and wishes to develop a demonstrably fair and supportive environment for equality of opportunity and freedom from unlawful discrimination on the grounds of race; colour; nationality; ethnic origin; gender; gender reassignment (transsexuality); marital status and civil partnership; pregnancy or maternity; disability; religious or political beliefs; age; sexual orientation; social class or offending background.*

The voluntary information you provide is completely confidential and will not be seen by any person involved in the selection process.

**Do you have a disability?**  Yes (1)  No (2)

**Ethnic Origin** - *Ethnic origin questions are about colour and broad ethnic group – UK citizens can belong to any of the groups indicated.*

WHITE  British (11)  Irish (12)  
 White Other (19) please specify \_\_\_\_\_

BLACK OR BLACK BRITISH  Caribbean (21)  African (22)  
 Black Other (29) please specify \_\_\_\_\_

ASIAN OR ASIAN BRITISH  Indian (31)  Pakistani (32)  
 Bangladeshi (33)  Chinese (34)  
 Asian Other (39) please specify \_\_\_\_\_

MIXED PARENTAGE  White and Black Caribbean(41)  White and Black African (42)  
 White and Asian (43)  
 Mixed Other (49) please specify \_\_\_\_\_

OTHER ETHNIC BACKGROUND  (80) please specify \_\_\_\_\_

NOT KNOWN  (90)

I do not wish to provide the University with this information