

THE UNIVERSITY OF HUDDERSFIELD

Student Employment (reinstatement into the pool)

Student Pool Authorisation Form (REINSTATEMENT)

This form should only be completed by the School/Service and signed by an authorised signatory

Unauthorised forms will be returned to the School/Service and the student will not be reinstated into the pool to enable payment.

I authorise that JOHN ALAMINA (NAME OF STUDENT)
can be reinstated into the University's Student Part Time Hourly Paid Pool.

Enclosed with this pack is the following documentation:

- ☐ Completed personal details form
- ☐ Completed student working hours form
- ☐ Verified copy of student ID card
- ☐ New Starter Checklist
- ☐ Term and semester dates

Signed

D.R. Wilson

Printed

DAVID WILSON

School/Service

COMPUTING AND ENGINEERING

Dated

18/01/2019

<i>HR USE: not to be logged into the pool, to be given to Senior HR Officer</i>	
Address & bank details checked	<input type="checkbox"/>
Reinstated into the pool	<input type="checkbox"/>

THE UNIVERSITY OF HUDDERSFIELD**Student Employment (reinstatement into the pool)****Personal Details (to be completed by the Student)**Surname: ALAMINA Title: Dr/Mr/Mrs/Miss/Ms
Circle as appropriateFull Forename(s): IYALLA JOHNFull Postal Address: 14 MILFORD COURT
MILFORD STREET HUDDERSFIELDPost Code: H01 30YContact Tel no: 07459136287E-mail: john.alamina@hud.ac.ukStudent ID No: U 127340DNational Insurance
Number:

S R 4 4 2 5 3 4 C

Date of Birth: 05 11 1979
DD MM YYYYCourse Title: PHD INFORMATICSCourse End Date: 31 12 2019*Please see the attached sheet outlining the restrictions on working hours.***Bank Details:***Please note that payment can only be made to a bank or building society account via BACS.
Incorrect details could delay payment.*Bank / Building Society
Name:SANTANDER

Postal Address:

UNIVERSITY OF HUDDERSFIELD, HD1 3DH, HUDDERSFIELD

Bank Sort Code:

0 9 0 1 2 8

Bank Account No.

0 0 0 0 6 8 6 2

Account Name:

I J ALAMINA

Building Society Roll Number (if applicable)

I certify that all the above questions have been answered accurately.Signed Date 17-01-19**STUDENT WORKING HOURS**

The arrangements for different groups of students are as follows. Term times are as stated on the table enclosed. Please use the tick boxes below to inform us of the type of course you are studying at the University.

Undergraduate Students

FULL AND PART TIME undergraduate students must not be employed for more than 15 hours per week in total across the University during term time. Outside of term time the standard working week of 37 hours applies.

FULL TIME ☐ *tick if this applies to you*

PART TIME ☐ *tick if this applies to you*

Taught Postgraduate Students

FULL TIME taught postgraduate students (outside the dissertation stage) must not be employed for more than 15 hours per week during term time. Outside of term time for the Christmas and Easter vacations the standard working week of 37 hours applies. The summer vacation period is the dissertation period and employment must not exceed 15 hours per week during this time.

☐ *tick if this applies to you*

PART TIME taught postgraduate students may be employed for up to 37 hours per week but must attend all taught provision and any other course requirements.

☐ *tick if this applies to you*

**Work is not allowed for international students who are subject to visa requirements, studying a part-time course at post-degree level.*

Research Postgraduate Students

FULL TIME research postgraduate students do not operate across terms. There are no vacation periods for postgraduate research students; however they may take 35 days' leave per year. They must not be employed for more than 15 hours per week in total across the University, however during their leave periods they may work up to 37 hours per week in any week of leave taken. ***This is subject to confirmation of leave from their supervisor being received by Human Resources.***

☒ *tick if this applies to you*

PART TIME research postgraduate students may be employed for up to 37 hours per week but must attend any compulsory elements e.g. research seminars or skills development sessions.

☐ *tick if this applies to you*

**Work is not allowed for international students who are subject to visa requirements, studying a part-time course at post-degree level.*

****UKVI changes effective 11 January 2018 applicable to Tier 4 visa's issued after this date***

Please note that the above restrictions on student working hours in the University will be strictly enforced and you may not receive payment for any hours worked exceeding the permitted limits. Any breach of the permitted limits may result in your permanent removal from the Student Employment Pool.

I accept and understand the restrictions on my working hours as outlined above.

Signed: _____



Date: _____

17-01-2018



**HM Revenue
& Customs**

Starter checklist

Instructions for employers

This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous three tax years. Do not send this form to HM Revenue and Customs (HMRC).

Instructions for employees

As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer. Do not send this form to HMRC.

Employee's personal details

<p>1 Last name</p> <p>ALAMINA</p>	<p>5 Home address</p> <p>14 MILFORD COURT MILFORD STREET HUDDERSFIELD HO1 304 UNITED KINGDOM</p>
<p>2 First name(s)</p> <p>Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth</p> <p>YALLA JOHN</p>	<p>6 National Insurance number (if known)</p> <p>SR 44 25 34 C</p>
<p>3 Are you male or female?</p> <p>Male <input checked="" type="checkbox"/> Female <input type="checkbox"/></p>	<p>7 Employment start date DD MM YYYY</p> <p>22 11 2017</p>
<p>4 Date of birth DD MM YYYY</p> <p>05 11 1979</p>	

Employee statement

- a** You need to select only one of the following statements A, B or C
- A** ☐ This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B** ☐ This is now my only job but since last 6 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.
- C** ☒ As well as my new job, I have another job or receive a State or Occupational Pension.

Please turn over >

Student Loan

9 Do you have a Student Loan which is not fully repaid?

Yes ☐ If yes, go to question 10

No ☒ If no, go to question 12

10 Are you repaying your Student Loan direct to the Student Loans Company by agreed monthly payments?

Yes ☐ If yes, go to question 12

No ☐ If no, go to question 11

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 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

11 What type of Student Loan do you have?

Plan 1 ☐

Plan 2 ☐

12 Did you finish your studies before the last 6 April?

Yes ☐

No ☒

For further guidance about repaying Student Loans go to www.gov.uk/new-employee/student-loans

Signature



Name

I JOHN ALAMINA

Date DD MM YYYY

17 01 2019

UNIVERSITY OF HUDDERSFIELD – TERM AND VACATION DATES

The University is required to obtain evidence of student's academic term and vacation dates in order to establish and retain the statutory excuse when employing students and to ensure students adhere to the Student Employment Policy.

Please note these term times and return a copy of this sheet with the completed pool pack so that it can form part of the pool file.

	2017/2018	2018/2019	2019/2020
Autumn Term	Monday 18 September to Friday 15 December	Monday 17 September to Friday 14 December	Monday 23 September to Friday 20 December
<i>Christmas Vacation</i>	Saturday 16 December to Sunday 7 January	Saturday 15 December to Sunday 6 January	Saturday 21 December to Sunday 12 January
Spring Term	Monday 8 January to Friday 23 March	Monday 7 January to Friday 5 April	Monday 13 January to Friday 27 March
<i>Easter Vacation</i>	Saturday 24 March to Sunday 15 April	Saturday 6 April to Sunday 28 April	Saturday 28 March to Sunday 19 April
Summer Term	Monday 16 April to Friday 6 July	Monday 29 April to Friday 5 July	Monday 20 April to Friday 10 July
<i>Summer Vacation</i>	Saturday 7 July to Sunday 16 September	Saturday 6 July to Sunday 22 September	Saturday 11 July to Sunday 20 September

Term dates for 2019/2020 are provisional and will be confirmed during the preceding academic year.