



UNITEMPS

www.unitemps.com

2023 ISG Summer Interns

Unitemps Induction – 19th May



Congratulations on your new internship with ISG!

- 900+ applications
- 137 interviews
- 60 ISG Summer 2023 Interns



Welcome to ISG!

One of the most prominent student employers within the University, we are proudly committed to student employment in all our directorates



Find out about other interns' experiences on our student blog [Using this link](#)

Check out our student employment pages [Using this link](#)

Make sure to read our digital student guidebook [Using this link](#)

UNITEMPS

www.unitemps.com



Contents

Part 1: What is Unitemps?

Part 2: Timesheets & Payslips

Part 3: Holiday & Sick Pay

Part 4: Support and Development for Summer Interns

Part 5: Edinburgh Award and Careers Service

Part 6: Equality, Diversity and Inclusion in ISG

Part 7: ISG Student Worker Forum

Part 8: After Your Assignment

Part 9: What Happens Now?

What is Unitemps?

- A student employment solution, owned and operated by ISG, launched in June 2020
- A franchise model which operates in 17 other UK universities
- Designed to improve the student experience of employment in ISG, increase support available to students while they work, and create efficiencies that encourage the creation of more student jobs
- At Edinburgh, we have over 100 interns per month working across ISG



UNITEMPS

www.unitemps.com



Meet our Team

.....

Here to support you with anything you might need on your Unitemps journey.



Stuart Hawkins
Unitemps Branch Manager
Stuart.Hawkins@ed.ac.uk



Alysha Wilson
Unitemps Consultant
alysha.wilson@ed.ac.uk



Eli Dolliver
Unitemps Website Support Assistant
Elinor.dolliver@ed.ac.uk



Hannah Glover
Unitemps Consultant
Hannah.glover@ed.ac.uk



Eloise Allcock
Unitemps Recruitment Intern
Eloise.allcock@ed.ac.uk

Soon to be 6... Welcome to Fergus Cleland who is joining us as Unitemps Recruitment Intern!

A black and white photograph showing a person from the side, wearing a horizontally striped shirt. They are seated at a desk, looking down at some papers. On the desk, there is an open laptop, a calculator, and a small electronic device. The background is dark.

Uitemps can support you with a range of topics, including:

Timesheets and payment schedules

Understanding your payslips

Annual leave enquiries

1-2-1 and group support with employability,
CV writing etc.



Timesheets & Payments

The timesheet week runs from Monday-Sunday. Make sure you submit your timesheet each week via the Unitemps website. There are further instructions on how to submit your timesheets here: [Timesheet Instructions.](#)

Remind your manager to approve timesheets weekly to ensure no delays to payment

Pay day is always on or before 28th of each month.

Payment is one month in arrears (i.e. all hours worked/approved in June will be paid at the end of July, and all hours worked/approved in July will be paid at the end of August)



Payslips

- To view your payslip, log into People and Money using your staff credentials. You can access P&M [using this link](#).
- Click on the 'Pay' icon, and then click on 'My Payslips'.
- Payslips are accessible from the 26th of each month.
 - Important – check your payslips monthly to ensure you are being paid correctly. Unitemps cannot view your payslip.

Holiday Pay & Annual Leave

Unitemps students have the same paid holiday entitlement as permanent UoE staff at the same grade (pro rata). Holiday pay is accrued with every hour worked.

Holiday pay is paid automatically each month in addition to your hourly rate. It is paid one month in arrears - i.e. holiday pay accrued in June will be paid at the end of July.

Example:

UE03 intern is paid £11.43ph, plus £1.87ph in holiday pay. If working 35hrs per week, the student accrues £66.06 per week in holiday pay

This means for every 35hr week the student works, they accrue approx 5.5hrs paid leave ($\text{£66.06} \div \text{£11.43} = 5.78\text{hrs}$)

Holiday Pay & Annual Leave

- Holiday pay is shown on payslips as “*GH Ann Leave Allow Retro*”
- To book holiday, simply agree your chosen leave dates with your line manager.
- You do not need to fill in a timesheet for any time taken as leave.
- Example:
If you usually work 7hrs per day Monday-Friday, but take Friday as leave, you only need to fill in your timesheet to reflect Mon-Thurs (total 28hrs).

Tax Details		
Tax Code	Tax Basis	
S1257L	Cumulative	
Payments		
Assignment	Description	Value
E252425	GH Hours Retroactive	1,997.03
E252425	GH Ann Leave Allow Retro	331.52



www.unitemps.com



Sickness Process

- Unitemps students are entitled to Statutory Sick Pay, subject to the usual conditions
- If you are unwell and cannot come to work, please notify Unitemps **AND** your line manager of this.
- If you take a sick day and you'd like to work on alternative day instead, we will try and offer this option.
E.g. if you usually work Monday and Tuesday but are ill on Tuesday, we may offer you the opportunity to make up those hours on Friday. We will endeavour to offer this wherever possible.

[Click here for more information on Statutory Sick Pay](#)

We expect all ISG Summer Interns to complete essential training, accessible using the following links:

- [Equality Diversity and Essentials](#)
- [Data Protection Training](#)
- [Information Security Essentials](#)
- [Fire safety](#)
- [Health and Safety \('Healthy Working'\)](#)

All training modules are accessible via People and Money or Learn (with your staff credentials).

The modules should be completed within your first 2 weeks of starting work.

Work with your manager to ensure they are completed within the 2 week timeframe

Support and
Development
for Summer
Interns

Support and Development for Summer Interns

Training:

An Introduction to Project Management – Thursday 8th June 11am-12:30pm (Online) and Wednesday 28th June, 2pm-3.30pm (Argyle House, Irene J Young)

Office 365 Essentials: Managing your emails and calendar with Outlook on the web - Monday 12th June, 10am-11am

Accessibility – The first rule of accessibility is to talk about accessibility – Tuesday 13th June 10am-11am (Online)

Equality, Diversity and Inclusion in Tech – Tuesday 20th June, 2pm-3pm (Online)

An Introduction to Wikipedia and Open Education – Wed 5th July, 2pm-3pm (Online)

Coding from the classroom to your CV – Activities in Python with Noteable – Thursday 13th July, 2pm-3pm (Online)

Support and Development for Summer Interns

Support:

Treasure Hunt around Argyle House – w/c 12th June (time TBC)

Presentation Skills / Future Careers Support Session – Date TBC

CV Writing Drop-In Session – 31st July, all day (book apps)

Trip to CRC and St Cecilia's Hall

uCreate lunchtime sessions

Therapets session

Networking:

ISG Summer Intern Welcome Lunch – Mon 5th June 12:30-13:30 (Argyle House Staff Room Floor H)

ISG All Staff Lunch – Wednesday 14th June – 12:30pm-3pm (South Hall, Pollock Halls)

Further events TBC for July/August



Develop Your Digital Skills

As a University of Edinburgh student and staff member you can access to a range of excellent training content and resources for free.

You could learn how to code, or how to layout website content to create the best user experience.

Find out what our Digital Skills and Training Team can offer you [using this link.](#)

You can also subscribe to the Digital Skills Newsletter and view previous editions [using this link.](#)



Edinburgh Award

All ISG 2023 Summer Interns will be eligible to take part in an Edinburgh Award for Work Experience, hosted by the Careers Service.

Registration deadlines for Summer 2023 are shown below:

Summer 2023 intake:

Registration Opens – 15th May

Registration Closes - 13th June

More info on the Work Experience Edinburgh Award can be found [using this link](#)

UNITEMPS

www.unitemps.com

Careers Service

The University's Careers Service can provide you with valuable support both during and after your Unitemps assignment, and at any point during your time studying at Edinburgh.



UNITEMPS

www.unitemps.com

[Careers Service Plus](#) provides a wide range of articles, podcasts and short films to help you navigate your transition into work.

Check out the Inform.ed blog [at this link](#) equip yourself with the Toolkit [at this link](#) or contact a Careers Consultant and make an appointment to discuss your future [at this link](#).



Equality, Diversity and Inclusion in ISG

The University of Edinburgh is committed to equality of opportunity for all its staff and students, and promotes a culture of inclusivity.

UNITEMPS

www.unitemps.com

ISG is creating a more inclusive workplace with support from senior management for both top-down and bottom-up change.

You can explore ISG's EDI SharePoint site [at this link](#) to discover more about our initiatives, staff networks, policies and reports.



ISG Reading Group

We have a monthly ISG Reading Group, which is a relaxed discussion on a variety of topics, including anti-racism, privilege, mental health during the pandemic, and toxic productivity.

Click [this link](#) to join the ISG Reading Group and learn the details of upcoming sessions.

UNITEMPS

www.unitemps.com



ISG STUDENT WORKER FORUM



An Informal Common Room



A growing community of
Over 100
Student
Workers



UNITEMPS

www.unitemps.com



Your Views

Matter

ISG needs and values
student insight. Have
your say on our projects
and become part of the
story.

Join Us

For games, fun events, and
most importantly a space for
students to get to know
each other better.

Staff IT Credentials and Staff Card

.....



- Unitemps will email you your Staff UUN and temporary password for your staff account. You will then register via EASE and set your password.
- Once you have registered on EASE, you will be able to access your staff emails on Outlook.
- You should not use your student UUN or email address for your internship.
- To get a staff card, submit a photo on your staff MyEd account by navigating to *My Information > Card Photo Submission*. Once the photo is approved, you can collect your staff card from the Main Library (Ground Floor Helpdesk) by providing your staff UUN and full name.
- White Cards for Argyle House – should be ready to collect from when you start. Please go to the main reception in Argyle House. P.S you will get your photo taken!
- Let the Unitemps team know if you have any issues accessing your UUN/email.



After Your Assignment

Obtaining a reference

References can be acquired after your assignment to assist in your job hunt

Your line manager may be willing to provide a reference after you finish your assignment.

Always ensure you get permission before using someone as a referee.

Unitemps can also verify your dates of employment to future employers if you need it.

Applying for another Unitemps position

As one door closes, another door opens...

There may be other Unitemps opportunities available when your assignment ends.

Keep your CV updated and watch the Unitemps website for other student employment opportunities that may be of interest.

Accessing end of employment paperwork (P45)

We can support you to obtain your P45

Your P45 will be issued in the months after you finish your assignment, as long as you don't take on any new roles.

P45's are sent in the post. Make sure to keep your address updated in People & Money.

If you need your P45 urgently please contact
unitemps@ed.ac.uk

Providing feedback on your experience

We value your input into how we operate student employment

If you have any feedback on Unitemps Edinburgh, or suggestions on how we can improve, please email unitemps@ed.ac.uk, or fill in one of our regular user surveys.



Useful Info

- Dress Code – Smart Casual (work out the vibe in your team)
- Travel to work on your bike – we have storage in Argyle House
- Driving in – could potentially get parking, will pass on contacts if required (in AH Induction Doc)
- Lunches – there is a staffroom (floor H), with microwaves (consider bringing own cutlery (including mugs/bottles)) – Milk provided on each floor (including plant based)

UNITEMPS

www.unitemps.com



What happens now?

- Wait to receive your ‘Assignment Statement’ from Unitemps.
- Your Line Manager will contact you to discuss your first day.
- Review the training and support sessions available – think about what you’d like to attend!
- Unitemps are on hand to provide any support you need before you get started.



Thank you!

📍 Unitemps, Floor F, West, Argyle House, 3 Lady Lawson Street,
Edinburgh, EH3 9DR

✉️ unitemps@ed.ac.uk

✉️ elinor.dolliver@ed.ac.uk

✉️ eloise.allcock@ed.ac.uk

✉️ stuart.hawkins@ed.ac.uk

✉️ alysha.wilson@ed.ac.uk

✉️ hannah.glover@ed.ac.uk

