**Faculty of Engineering and the Environment (FEE)**

**Procedures for demonstration payments**

In FEE Demonstrating work is only undertaken by PhD students. The role undertaken is usually entitled ‘Teaching Assistant’ or similar. Demonstrating duties include laboratory and workshop activities and supervisions.

**I have been asked to help with demonstrating duties, what do I need to do now?**

* You **must** be issued with a Demonstrating Contract **before** you start any work associated with demonstrating.
* You **must** complete the appropriate training **before** you start work – please refer to the section on Demonstrator training.

**How do I obtain a Demonstrating Contract?**

For a demonstration contract to be set up by Human Resources you will need to complete registration documents (please refer [here](http://www.southampton.ac.uk/hr/services/temp-fees-casual-worker/information-for-fees-casual-workers.page) for the most up to date forms and information):

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Sections 1 and 2 of the `[Registration for fees/casual work’](http://www.southampton.ac.uk/hr/services/temp-fees-casual-worker/information-for-fees-casual-workers.page) form (which can be found [here](http://www.southampton.ac.uk/hr/services/temp-fees-casual-worker/information-for-fees-casual-workers.page)) check `Demonstrator (PostGrad Teaching Assistant)’ box in work details.

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Ask your **supervisor** to complete Section 3 (please ignore section 4 of the form, the appropriate signatures will be collected by the Temp Bank).

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Bring your Registration Form to the Tempbank with current original passport (and visa/BRP if applicable) or EU National ID card. The Temp Bank will arrange for section 4 to be signed. **If you are asked to complete Section 4 please emphasize your registration relates to the Engineering and the Environment Faculty (as completion of Section 4 by Tempbank is specific to FEE and can be overlooked on occasion).**

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The Tempbank will issue you with a Demonstrator contract

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Return your signed copy of the contract to the **Tempbank** as soon as possible.

You should also ensure that you complete the `Form – Equal Opps fees/casual (HR2A)’ and return to the Temp Bank separately as guided on the form. The form can be found in the same location as the `Registration for fees/casual work’ form: [here](http://www.southampton.ac.uk/hr/services/temp-fees-casual-worker/information-for-fees-casual-workers.page)

Please note that these contracts are Faculty specific, so if you will be undertaking this role in different faculties, you will require a contract for each Faculty. The Demonstrator post within your HR record will remain open through to the ‘end date’ stated on the contract. The ‘end date’ is determined by your visa end date or your Programme End Date or the end date stated on the Registration form (whichever is the soonest date). If your Demonstrator work continues beyond the contract end date you will be required to submit a new Registration form to reactivate it.

**Where can I find the Temp Bank?**

* Temp Bank reception - Building 37, Room 4123, University of Southampton,

Highfield Campus, Southampton SO17 1BJ

* 023 8059 3031 (ext 23031), [tempbank@soton.ac.uk](mailto:tempbank@soton.ac.uk)
* Opening hours - 9.00am to 5.00pm, Monday to Friday
* Rita Jokiaho and Jenny Laker are the main Fees/Casual Administrators within the Temp Bank

**How do I claim for hours worked?**

To claim for the demonstrating hours you have worked, you need to submit the following forms to the FEE Finance team:

* [DC1: Record of Training](https://blackboard.soton.ac.uk/webapps/blackboard/execute/content/file?cmd=view&mode=designer&content_id=_3244557_1&course_id=_132388_1&framesetWrapped=true) for Demonstrator
* [DC2: Demonstrating Hours Record form](https://blackboard.soton.ac.uk/webapps/blackboard/execute/content/file?cmd=view&mode=designer&content_id=_3244557_1&course_id=_132388_1&framesetWrapped=true)
* [Demonstrating Fees Claims form](http://www.southampton.ac.uk/hr/services/temp-fees-casual-worker/information-for-fees-casual-workers.page)

Only those who hold a current demonstrating contract can use a demonstrating [claim form](http://www.southampton.ac.uk/hr/services/temp-fees-casual-worker/information-for-fees-casual-workers.page) to claim payment. If the requested work falls within the definition of demonstrating you must ensure that this contract is set up before you work or attempt to submit a claim form. Any work undertaken outside of your contract dates cannot be paid in this way. Please speak to the Temp Bank if you are unsure.

**DC1**: The Record of Training for Demonstrator must be kept up to date. Please ensure that you attach the appropriate evidence when you make your claim. This form should be signed off by the Module Lead.

**DC2:** The Demonstrating Hours Record form must be signed by the relevant Module Lead (i.e. the academic who asked you to do the teaching). Please ensure that in the description you write exactly what it is you are being paid for, e.g. Lab work, etc.

**Demonstrating Fees Claims form:** This form is centrally produced by the University. When your demonstrating contract is issued to you the email will confirm your staff/pay reference number (a 7 digit number) which you must quote when claiming upon a demonstrating fees claim form. Please make sure that your full name, date of birth and staff/pay reference number are clear for payment purposes.

**Where do I submit my completed demonstrating claim forms in order to get paid?**

You should get your completed form checked at the Graduate School Office (Highfield Campus, Building 13/2043). Once approved, the administrative system will take over.

[In practice, the form will be sent to the Faculty’s Finance Team ([Boldrewood Innovation Campus](http://www.southampton.ac.uk/about/visit/boldrewood-campus.page), Building 176, Level 4). The forms will be taken up to Boldrewood once a week. After processing and approval by Faculty Finance, the form will be sent to E&E partners in the Faculty Enterprise Zone (Highfield Campus, Building 15/2039) for hours to be recorded on the database. The forms will then be sent to Payroll for payment. This may seem like a long-winded process but it is essential for us to keep within the law and Research Council rules.]

**Is there a limit to how many hours of demonstrating I can claim for?**

* Please refer to the FEE Demonstrating Policy.
* No more than **180** hours i.e. 6 hours a week of teaching can be claimed in any one year (we advise you that this is the maximum you should do).
* Tier 4 visa holders are not permitted to work more than 20 hours per week (this covers all forms of employment, paid and unpaid, and hours worked will be checked – it is a strict rule). **Tier 4 visa holders must check the terms of their visa and must refer to the University’s Visa and Immigration** [**pages**](http://www.southampton.ac.uk/studentservices/visa-and-immigration/working-in-the-uk.page)**.**

**When do I need to submit my claim form in order to be paid?**

You should submit your claim within 30 days of doing the work.

**Do you have any queries about the payment process or anything else?**

For more information firstly please visit: <http://www.southampton.ac.uk/hr/services/temp-fees-casual-worker/information-for-fees-casual-workers.page>

Please email any payment queries to: Myura Sivasubramaniam (email [M.Sivasubramaniam@soton.ac.uk](mailto:M.Sivasubramaniam@soton.ac.uk); telephone 02380 599623; Building 176/Level 4).