

**UNIVERSITY OF ABERDEEN  
TEMPORARY SERVICES APPOINTMENT**

Last Name	
First Name	
Payroll No.	

**Section A: TEMPORARY SERVICES CRITERIA**

This form should only be used in the following circumstances:

Where you will be working for less than 0.1 fte per annum e.g. half a day per week for up to 12 months.

Where you will be working for no more than 12 months.

Where you are not a current or honorary member of staff or a sponsored researcher.

Where you will not be providing a consultancy service.

Where you are not self-employed (ie Schedule E as defined by HM Revenue and Customs).

Where you can provide evidence that you are legally entitled to work in the UK. A list of acceptable documentation is available for reference in the School/Section Office or Human Resources.

If you are unsure whether to use this form or have any queries please contact the Human Resources Office in the first instance.

**A SATISFACTORY DISCLOSURE SCOTLAND CHECK MUST BE UNDERTAKEN PRIOR TO ANY INDIVIDUAL COMMENCING WORK WITH THE UNIVERSITY IN A DESIGNATED "CHILDCARE POSITION".** For further information, please refer to the Principal Terms and Conditions.

The School/Section should complete Section B concerning the main details of the post and the Head of School/ Section should sign the authorisation (Section C). Please ensure that the individual completes Sections E to I. The form requires to be countersigned by the College/Section Accountant and Human Resources Officer (Section D).

**Section B: DETAILS OF WORK TO BE UNDERTAKEN**

Nature of Work: *(please provide a full description of duties/activities)*

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Is a PVG Scheme check required? *(please refer to Temporary Services Procedure)* Y/N: \_\_\_\_\_

School/Section: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Maximum number of hours to be worked<sup>^</sup>: \_\_\_\_\_ Grade Equivalent\* \_\_\_\_\_

Salary Point: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_

Maximum payment over period: \_\_\_\_\_ Payment Ledger Code: \_\_\_\_\_

(excluding accrued annual holiday pay)

<sup>^</sup> These hours in combination with any other temporary services hours can not exceed the limits specified in the Temporary Services Policy.

\* Please note that payments must be based on the University of Aberdeen salary scale.

**SECTION C: AUTHORISATION BY HEAD OF SCHOOL OR DEPUTY HEAD OF SCHOOL**

Name: *(in block capitals)* \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION D: FOR OFFICE USE ONLY****FINANCIAL AUTHORISATION***(for budget code and availability of funds)*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**HUMAN RESOURCES***(employment status checked)*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION E: PERSONAL DETAILS *(to be completed in block capitals)***

Last Name: \_\_\_\_\_ Chapman \_\_\_\_\_ Title: \_\_\_\_\_ Mr \_\_\_\_\_

First Name(s): \_\_\_\_\_ Anthony Sergio \_\_\_\_\_ Date of Birth: \_\_\_\_\_ 12 Jan 1992 \_\_\_\_\_

Address: \_\_\_\_\_ 2 F/L \_\_\_\_\_

\_\_\_\_\_ 354 George Street \_\_\_\_\_

\_\_\_\_\_ Aberdeen \_\_\_\_\_

National Insurance Number:

SC / 79 / 17 / 92 / A

Post Code: \_\_\_\_\_ AB25 3XL \_\_\_\_\_

Tel: \_\_\_\_\_ 07708288138 \_\_\_\_\_ Email: \_\_\_\_\_ r01ac14@abdn.ac.uk \_\_\_\_\_

Emergency Contact: *(name & telephone)* \_\_\_\_\_**SECTION F: PAYROLL AND BANKING DETAILS *(to be completed by the individual)***

Bank/Building Society Name: Santander

Sort Code: 09 / 01 / 27

Account Name: Anthony S Chapman

Account No: 80580155

Branch Address: 6 Ash Lane, Rustington, Littlehampton, West Sussex BN16 3BP

**Please note that any hours that you work will be paid one month in arrears****SECTION G: EMPLOYMENT STATUS**

Do you have any other Temporary Services Appointments or Employment Contracts with the University of Aberdeen? NO

If yes please provide details \_\_\_\_\_

Do you have any other employment? NO

If yes please provide details \_\_\_\_\_

How many hours are you already employed each week? \_\_\_\_\_

Are you currently a Registered Student at the University of Aberdeen?

YES

If yes please provide your student ID number: 5144 8151

**Non EU students only** - Do you have the necessary visa or entry conditions that entitle you to work in the UK?  
YES / NO

**Please note that if you have a visa you will only be able to work one month prior to the expiry date on your visa to allow for your final payment being processed.**

If applicable - Have you previously joined the PVG Scheme for work, either at the University of Aberdeen or with another employer?  
YES / NO

If yes please give details / date(s) \_\_\_\_\_

If applicable, has a PVG Scheme application form been completed for this employment?  
YES / NO

**SECTION H: IMPORTANT TAX INFORMATION *(to be completed by the individual)***

Starter Declaration – Enter an 'x' 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.
- 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.
- or
- C** ☐ As well as my new job, I have another job or receive a State or Occupational Pension.

If you have HMRC form P45 from a previous employer, please forward it direct to the Payroll Office, Room 45 University Office, King's College, Aberdeen, AB24 3FX

If you have a Student loan which is not fully repaid and you left a course of UK higher education before last 6 April and you received your first Student Loan instalment on or after 1 September 1998, enter an 'x' in the box to select 'Yes'. ☐

Enter an 'x' in the box to select 'No' if you are repaying your Student Loan direct to the Student Loans Company by agreed monthly payments. ☐

**SECTION I: DECLARATION *(to be completed by the individual)***

I authorise the University of Aberdeen, until further notice, to credit my salary and any other payments made in connection with my employment to the bank/building society account specified above.

I have been advised of my right to join a pension scheme and have been provided with information on how to join a pension scheme. I acknowledge that further information about the scheme is available to me on request from the Pensions Office.

In addition, I declare that the information contained in this form is accurate and that I meet the criteria detailed in Section A. I attach appropriate documentation as evidence of my immigration and nationality status in accordance with UK legislation.

I have read the attached terms and conditions and I accept the appointment subject to the terms and conditions specified.

Signature: \_\_\_\_\_ Date: \_\_\_\_ 19<sup>th</sup> Jan 2015 \_\_\_\_

**Work should not commence until the form is fully completed and appropriately authorised.**

**Once this form has been fully authorised you will be sent a copy confirming that you are authorised to undertake the work indicated in section B and payment based on the information given in that section will be made on receipt, by the Payroll Office, of appropriately certified timesheets. The information on the page following Section J, details the principal terms and conditions relating to your temporary engagement with the University.**

Notes:

Please use block capitals and if you have a name which involves both upper and lower case letters after the initial letter (eg Macdonald), please indicate the correct spelling in brackets.

Home Address:

If you change your home address, please remember to advise us

National Insurance Number:

If you have not already been allocated a permanent National Insurance number, you will have to apply for one by telephoning Jobcentre Plus on Tel 0845 600 0643 - lines are open 8.00 am to 6.00 pm Monday to Friday. Please be aware that a National Insurance number which starts TN is not a valid number. If you cannot yet provide your permanent National Insurance number, please do not delay returning this form but communicate directly to the Payroll Office on receipt (payroll@abdn.ac.uk).

Bank Account:

Please be aware your salary can only be paid into a UK bank account. If you cannot provide this prior to starting work, please do not delay returning this form.

## SECTION J: EQUAL OPPORTUNITIES MONITORING FORM AND HESA DATA REQUIREMENTS

The University requires this data for equal opportunities monitoring and statistical purposes only.

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Gender:** *Please tick the appropriate box*

☐ Female ☐ Male

Is your gender identity the same as the gender you were originally assigned at birth :

☐ Yes ☐ No

**Ethnic Origin:** *Please tick the appropriate box that describes your ethnic origin:*

- ☐ Asian or Asian British – Bangladeshi
- ☐ Asian or Asian British – Indian
- ☐ Asian or Asian British – Pakistani
- ☐ Black or Black British – African
- ☐ Black or Black British – Caribbean
- ☐ Chinese
- ☐ Information Refused
- ☐ Irish Traveller
- ☐ Mixed White & Asian

- ☐ Mixed White & Black – African
- ☐ Mixed White & Black – Caribbean
- ☐ Other Asian Background
- ☐ Other Black Background
- ☐ Other Ethnic Background
- ☐ Other White Background
- ☐ White – British
- ☐ White – Irish
- ☐ White – Scottish

**Disability:** *Do you have a disability? :*

☐ Yes ☐ No

*Please describe your disability :*

- ☐ Two or more impairments
- ☐ Specific Learning Disability
- ☐ General Learning Disability
- ☐ Cognitive Impairment
- ☐ Long-standing illness or health condition
- ☐ Mental health condition

- ☐ Physical Impairment
- ☐ Deaf or serious hearing impairment
- ☐ Blind or serious visual impairment
- ☐ Other type of disability
- ☐ Information Refused

**Nationality:** *Please enter your nationality* \_\_\_\_\_

**Religion :** I belong to the following religion, religious body or denomination :

- ☐ No religion
- ☐ Buddhist
- ☐ Christian – Church of Scotland
- ☐ Christian – Roman Catholic
- ☐ Christian – Other Denomination
- ☐ Hindu

- ☐ Jewish
- ☐ Muslim
- ☐ Sikh
- ☐ Spiritual
- ☐ Any Other Religion or Belief
- ☐ Information Refused

**Sexual Orientation :** My sexual orientation is :

- ☐ Bisexual
- ☐ Gay Man
- ☐ Gay Woman

- ☐ Heterosexual
- ☐ Other
- ☐ Information Refused

**Thank you for completing this form. This page of the form will be treated as confidential in accordance with the requirements of current data protection legislation. It may be used by the University for statistical purposes and will be disclosed to HESA in accordance with its reporting requirements.**

## **TEMPORARY SERVICES APPOINTMENT PRINCIPAL TERMS AND CONDITIONS**

### **Duties and Responsibilities**

The duties and responsibilities associated with this appointment will be outlined to you at the outset of the appointment and will be determined by the needs of the School/Section.

### **Hours**

You will be offered work up to the maximum number of hours specified in Section B of this form.

### **Payment**

Payments are made monthly in arrears on the last banking day of each month and will be made through the University's payroll system. Payment for any work that you undertake will be calculated at the hourly rate specified in Section B and will be subject to receipt by the Payroll Section of appropriately certified timesheets. Any timesheets not received by the Payroll Section before the Payroll cut-off each month will be carried forward for payment to the subsequent month.

### **Paid Leave**

Your entitlement to paid holiday leave will accrue on a pro rata basis having regard to the actual number of hours that you work.

For individuals appointed on the University's Grades 1 to 4 the full time equivalent holiday entitlement is a total of 34 days in a full leave year. Where appointed to carry out duties at the equivalent level to these grades holiday pay will accrue at the rate of 13.1% of the hourly rate for each hour worked.

For individuals appointed on the University's Grades 5 to 9 the full time equivalent holiday entitlement is a total of 41 days in a full leave year. Where appointed to carry out duties at the equivalent level to these grades holiday pay will accrue at the rate of 15.8% of the hourly rate for each hour worked.

### **Sick Pay**

As you are appointed on a casual temporary basis you are not eligible to receive any Occupational Sick Pay, however you will be entitled to receive Statutory Sick Pay where you meet the required criteria under current employment legislation.

### **Maternity and Paternity Leave**

As you are appointed on a casual temporary basis you are not eligible to receive any Occupational Maternity or Paternity Leave. You may however be entitled to Statutory Maternity Pay in accordance with current employment legislation, further advice can be obtained from the Human Resources Office, on request.

### **Pension**

Individuals appointed to the University's Grades 1-4 have a right to join the University of Aberdeen Superannuation and Life Assurance Scheme (UASLAS). Further information is available, on request, from the University's Pension Office.

Individuals appointed to the University's Grades 5-9 have a right to join the Universities Superannuation Scheme (USS). Further information is available, on request, from the University's Pension Office.

### **Discipline and Grievance Procedures**

The University has agreed disciplinary and grievance procedures. Further information on these procedures is available on the University's HR web pages or from the Human Resources Office, on request.

### **Criminal Convictions**

It is a condition of your appointment that you notify your Line Manager, who will seek advice from a Human Resources Adviser, if you are convicted of an offence during the course of your employment with the University.

### **University Policies and Procedures**

During your appointment you must have regard to any rules and regulations that affect your appointment. These policies include ones relating to Confidentiality, Equal Opportunities, Health & Safety and Intellectual Property. The University's policies and procedures are available for your reference on the University's web pages.

### **Immigration**

This offer of appointment is conditional upon receipt of formal documentary evidence of immigration and nationality status in accordance with current UK Immigration Regulations.

**Tier 4 Visa Holders** it is a condition of their visa that they can only work a **maximum of 20 hours per week during term time** not calculated as an average for the duration of your appointment. Please be aware that they are limited to work 20 hours per week in total, this includes other part time employment they may have within the University or out with. Any hours worked over this 20 hour limit is in direct breach of the terms of their visa and could lead to the removal of their Tier 4 visa.

