

1. EMPLOYMENT STATUS

A casual appointment means that there is no “mutuality of obligation” between the University and you in relation to the work you are asked to do. (The University is not obliged to offer further work and you are not obliged to accept any work offered). The fact that there is no “mutuality of obligation” means that no employment relationship exists between the University and you, the worker. This may change if you regularly work for the University on new or “rolling contracts”.

2. YOUR INFORMATION

As a worker at Aston University you will be provided with access to a staff network account which is required to access the Aston Staff Portal for the submission of timesheets and for accessing your payslips and P60s. You will be responsible for maintaining your personal information, including bank details, personal contacts, emergency contacts and equality and diversity profile.

3. RIGHT TO WORK

A right to work check will be conducted prior to every engagement with Aston University. This is a requirement under UK immigration law and verifies your permission to work. Everyone must provide a valid document to confirm the right to work e.g. passport, birth certificate, biometric residence permit etc. Full details of documents which will prove a right to work are set out in the government’s checklist:

<https://www.gov.uk/government/publications/right-to-work-checklist>

Where a worker holds time limited permission to work e.g. a biometric residence permit with an expiry date, checks must be carried out before current immigration permission ends.

Right to work document checks must be conducted by an authorised checker prior to the commencement of work by the hiring department or Human Resources. A casual worker who has not completed a right to work check prior to starting work will not be paid by the University. For this reason, you should ensure that your documents are checked before you start work. If you are in any doubt, you should speak to the manager who is engaging you for the work who will confirm whether the appropriate evidence has been received.

If you work hours in excess of a visa restriction, the University must report you to UKVI as breaching the terms of your visa. You will not be paid for hours worked in excess of a visa restriction or for hours claimed for work carried out before a right to work check has been conducted. Where you have been found to have worked hours in excess of a visa restriction on hours, any current casual arrangement will be terminated immediately and no further casual work at Aston will be permitted during that academic year.

4. PAYMENT

Payments will be made on a monthly basis on 26th of each month, provided the appropriate form has been received and the ‘right to work’ document check successfully completed. If not, no payment will be made for any work undertaken.

Payment will be by direct payment to your bank account. All timesheets that are submitted **and** approved by your manager by the 15th of the month, will be paid into your bank account on the 26th of the month. Workers without National Insurance numbers will need to submit signed manual timesheets before 7th of each month to ensure payment on 26th. Over Easter and Christmas closure periods the cut-off date and payment date will be brought forward. Please check the HR Payroll intranet pages for information on payroll calendar dates.

5. TAX AND NI DEDUCTIONS

Deductions made in respect of Income Tax and National Insurance contributions have to be forwarded to HMRC. To ensure that the deductions are allocated to the records of the correct individual, it is important that you provide the correct National Insurance number.

6. HOLIDAY PAY

Under current legislation workers are entitled, pro-rata, to 5.6 weeks (28 days) paid holiday each year. Unless specific alternative arrangements are made you will ordinarily be required to take your holiday on days on which you have not agreed to undertake work. For your convenience proportionate holiday pay is included in your hourly rate of pay. This method of payment means that holiday pay will be paid in advance and no further payment will be due.

7. PENSION SCHEME

The University has chosen to offer NEST (the National Employment Savings Trust) as its workplace pension scheme for its Casual Workers. Subject to certain eligibility criteria you may be automatically enrolled into NEST during your employment or you may elect to join.

Full information on the NEST pension scheme is available on our website.