

# Working for the University FAQs

## **Q : What type of work can I be offered?**

**A :** There are three options;

- Claims based – Claims based work is used for one off activities such as open days, visits to schools and colleges, photo shoots, careers fairs or assisting with student or staff projects. The usual rate of pay is currently £8.79 per hour and you will complete a timesheet (Student Payment Claim Form) to record your hours.
  - Casual Temp – You can be employed for a maximum of 13 weeks and complete timesheets to record the number of hours worked.
  - Fixed term/Open Ended contracts – You can be employed for a fixed period of time or on an open ended contract. Your hours may be fixed, in which case you will be paid a monthly salary through payroll, or flexible, in which case you will need to complete timesheets. Fixed term contracts are used when your employment is for longer than 13 weeks but not open ended. If you are appointed on an open ended contract you will need to resign if no longer able to work.
- 

## **Q : How do I get set up on the University payroll?**

**A :** When you are employed for your first job with Plymouth University, you will need to be set up on the University payroll. You will need to bring with you:

- proof of eligibility to work in the UK (usually your passport. Please note we cannot accept Driving license as proof of ID)
  - current P45 (if you have one or a P46 will need to be completed if you do not)
  - UK bank details
  - National Insurance number (We are unable to pay any employee who does not have a National Insurance number. Therefore, any employee who does not have one will need to apply for one before we can process payment to them. Please be aware that we are unable to accept temporary National Insurance numbers which start with the letters TN and are followed by your date of birth. If you have this type of National Insurance number then you will need to contact Jobcentre Plus.)
- 

## **Q : When will I be paid if working at the University?**

**A :** Once you have been set up on the payroll, you will normally be paid on the 25th of the month and in arrears, directly into your bank account for any hours worked up to the Payroll Deadline.

---

## **Q : How do I complete my timesheets if working at the University?**

**A :** Once you have registered with Plymouth University Payroll, you will be required to complete a timesheet that will be made available to you by your employer. At the end of the week when you are sure you have filled in your hours correctly, you will be required to obtain a signature from an authorized budgetary signatory who will sign your timesheet. Once your timesheet has been signed you will be required to return it to payroll. Please note payment will only be made for work completed prior to the Payroll Deadline. Information regarding the deadlines can be found on the HR Community Page.

---

**Q : What do I do if I have any payroll queries whilst working for the University?**

**A :** First and foremost you should check your payslip as the majority of queries can be resolved when you open your payslip and can see a wage breakdown. Your payslip will be issued directly to the relevant department on campus. Further information relating to Payroll matters, including Tax and National Insurance can be found on the HR Community pages.

---

**Q : What do I do if I am ill or going to be absent from work?**

**A :** You must notify your manager as soon as possible on the first day of sickness and normally before 10.00am. Different arrangements will apply if you are not full time or work shifts or unsocial hours; these will be agreed and communicated by your manager. It is your responsibility to ensure that your manager/supervisor is kept informed of the likely duration of your absence. Self-certificates (obtainable from the HR portal or your manager) must be completed for all periods of absence between three and seven days. A statement of fitness to work from a doctor will be required starting on the eighth consecutive day of sickness.

---

**Q : What about holidays?**

**A :** For roles that require a timesheet to be completed your holiday entitlement will be included in your hourly rate. For salaried employment you will receive an annual leave entitlement and if part time you will also receive an adjustment for Bank Holidays. This information will be included in your appointment letter, however further information can be found on the HR Community Pages. It is important that you inform your manager at the earliest opportunity regarding your plans during the vacation periods e.g. when you are returning home.

---

**Q : Can I fit my hours around my lectures?**

**A :** You would need to discuss your hours with your line manager to determine whether it is possible to fit your hours around your studies. Please note again that we recommend that you should not exceed more than 20 hours per week (for International Students this is the maximum) during the University Term