CLAIM FOR CASUAL WORK FORM

**NOTE:** It is essential and a legal requirement that:

* Any/all work claimed for **ALWAYS falls within the date range of your Casual Work Agreement.**

Check your Agreement before you claim! If your Agreement is out of date please ask your line manager to request a renewal from DPAG HR, 5 days prior to the start of any request to do work.

* You present your **Right to Work document(s)** to the Human Resources Team **before** any work takes place. Failure to do so will result in claims being void.
* Casual workers are restricted to working up to **36.5 hours per week**.
* Payments are subject to tax and national insurance deductions.

Please enter the dates, times and number of hours worked in the table below. Once complete this form must be signed by you and your supervisor.

This form must be submitted by the **last day of each calendar month**. Casual Workers are paid in arrears by BACS transfer directly into the individual’s bank account.

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| **DATE WORKED** | **TIMES WORKED** | **NUMBER OF HOURS****Must not exceed 36.5 hours per week.** |
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**Please tick correct box:**

Graduate Student [ ]  University employee [ ]  Other [ ]  ……………………………………………..

Please tick which category best fits the work you have completed:

|  |  |
| --- | --- |
| Academic (teaching and research) |  |
| Research Staff (PDRS/RA) |  |
| Research Support |  |
| Teaching Support |  |
| Other (please provide details) O) |  |

**By signing below, you confirm you have understood the guidance on this claim form.**

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| --- | --- | --- | --- | --- |
| **Claimant** |  |  | **Supervisor** |  |
| **Name:** |  |  | **Name:** |  |
| **Signature:** |  |  | **Signature:** |  |
| **Date:** |  |  | **Date:** |  |