

Casual Payment Request Form

Payroll Office
Use:

Completion Instructions:

STEP 1 - Department Complete SECTION A (this page)

Expenses - If expenses have been agreed, please provide details within SECTION B, Page 5 (e.g. mileage rates). Print form, and staple all 6 pages together. Issue to Claimant for completion of SECTION B.

NOTE: You should not complete this form for work done on a Self Employed basis. In such cases, the claimant (not you on behalf of) must submit an invoice, and send it directly to Account Payable.

STEP 2 - Claimant Read and complete ALL PARTS of SECTION B (pages 4-5)

Sign and date the form, and return all 6 pages to the department for completion of SECTION C.

On submission, the department will ask you for proof that you have the right to work in the UK. A copy of your: Passport, Residence Permit, VISA, Biometric ID Card, etc. will be taken and submitted with this form. This is required each time a casual payment request form is submitted.

NOTE: Incomplete forms will be returned and will delay payment. **This may impact on automatic enrolment (see pages 2 & 3).**

NOTE: A valid email address is required as you will receive an email from Payroll with a link to an online form which requests additional personal information. In advance, thank you, your co-operation with this data collection exercise is appreciated.

STEP 3 - Department Complete SECTION C (page 6)

Sign & date form, & return all 6 pages to the Payroll Office for processing, along with proof that the individual has the right to work in the UK. Advise your HR Officer of the visa expiry date (if applicable) for HR to record in P3 as the next document date check date.

(Forms **must** be submitted in the month the work was undertake as per requirements of HMRC and Automatic Enrolment).

NOTE: Incomplete forms will be returned and will delay payment. **This may impact on automatic enrolment (see pages 2 & 3).**

If you have any queries as regards how to complete this form, please contact the Payroll Office on: payroll-admin@dundee.ac.uk

Section A - TO BE COMPLETED BY THE DEPARTMENT

DEPARTMENT CONTACT DETAILS

School/Directorate		Discipline/Unit	ht
Name			
Email Address		Ext. No.	

CLAIMANTS NAME (Please provide full name, not initials.)

Title		First Name		Surname	
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If applicable please tick:

We (the department), have previously submitted a request for this person to receive a payment on a Casual basis since the start of the current tax year.

If regular payments on the Casual Payroll are anticipated, please discuss options with your School/Directorate HR Officer.

DESCRIPTION & LOCATION OF WORK DONE

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Is the Work Academic in Nature? (Yes/No) (Please state)	If yes, please confirm the Academic Employment Function:	Teaching <input type="checkbox"/> Only:	Research <input type="checkbox"/> Only:	Teaching & <input type="checkbox"/> Research:	Neither Teaching <input type="checkbox"/> nor Research:
Date From:	Date To:	Hourly Rate(£):		Expenses have been agreed <input type="checkbox"/>	
Hours Worked (must be in blocks of 15 minutes i.e. 1, 3.25, 5.5, 10.75, 25)				Total to be paid (£)	

NOTE: The level of payment made to the claimant may not be representative of the amount that would be charge to the account as there may be employer NI charges.



Royal London Defined Contribution Pension Scheme - A change in the law that affects you

University of Dundee Royal London (DC) Pension Scheme

To help people save more for their retirement, the government requires employers to enrol their workers into a workplace pension scheme. This applies to those who:

- Are aged 22 or over
- Are under State Pension age
- Earn more than £10,000 a year (£833 a month)
- Work, or usually work, in the UK
- Are not already in a workplace pension scheme

We are legally obliged to enrol you into our workplace pension scheme that is provided by the University of Dundee Royal London (DC) Pension Scheme. However, we are, as allowed by law, postponing your automatic enrolment assessment date for up to three months from your contractual start date. Your postponed automatic enrolment assessment date is as stated in your contract and/or your terms and conditions. During this postponed period, you have the right to join our workplace pension scheme which is provided by the University of Dundee Royal London (DC) Pension Scheme. If you want to do this, please follow the instructions below.

What to do if you want to join the University of Dundee Royal London (DC) Pension Scheme now:

Please contact: Pensions Office, Floor 2, Tower Building, University of Dundee, Nethergate, Dundee, DD1 4HN in writing by sending a letter, which has been signed by you, quoting your National Insurance number and date of birth. Or if sending electronically, it has to also contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme" to pensionsoffice@dundee.ac.uk. Please see the 'What it means for you' section of this letter.

If on your postponed assessment date or thereafter you are aged 22 or over, under State Pension age, work or usually work in the UK and earn more than £10,000 a year (£833 a month) we will automatically enrol you into the University of Dundee Royal London (DC) Pension Scheme.

What it means for you:

- You can choose to opt out of the scheme if you want to, but if you stay on you will have your own pension at retirement
- The University of Dundee and you will pay into the pension scheme every month
- You will automatically pay the entry level default contribution of 5% of pensionable pay - however if you wish to change this please see the 'How can I change my contribution rate' section of this letter
- The corresponding employer contribution rate will be paid by the University. For more information on this please see 'Contribution Rates' section of this letter
- Your contribution will attract tax relief at source
- Your pension belongs to you, even if you leave us in the future
- You will be an active member of a qualifying scheme which meets or exceeds the Government's new standards

Contribution Rates

	Your Contribution	University's Contribution	Total paid into your DC pension pot
	2%	10%	12%
	3%	10%	13%
	4%	10%	14%
Entry Level	5%	10%	15%
	6%	11%	17%
	7%	12%	19%
	8%	13%	21%

How can I change my contribution rate?

Please confirm your new percentage contribution by email to pensionsoffice@dundee.ac.uk or send a hard copy to Pensions Office, Floor 2, Tower Building, University of Dundee, Nethergate, Dundee, DD1 4HN. Please include your name and national insurance number within your communication.

We will not be automatically enrolling you into a pension scheme, if on your postponed assessment date, you are:

- A. Aged between 16 and 75 years of age and earn between £6,240 a year (£520 a month) and £10,000 a year (£833 a month), OR
- B. Aged under 22 years (but over 16) or aged over state pension age (but under 75) and earn more than £10,000 a year (£833 a month), OR
- C. Under 75 years (but over 16) and earn under £6,240 a year (£520 a month)

This is because you do not meet the criteria set by the Government (see first paragraph of this letter). However if you are aged 16 to 74 years of age and ask to do so, we will enrol you into a pension scheme – please follow the instructions **‘What to do if you want to join the University of Dundee Royal London (DC) Pension Scheme now’** overleaf.

If on your postponed assessment date or thereafter you meet the criteria set by the Government (see first paragraph of this letter) to be automatically enrolled but you do not wish to join the University of Dundee Royal London (DC) Pension Scheme you can opt out.

How to opt out: (please note you cannot opt out before you have been automatically enrolled)

Please refer to Section 9 ‘Opting Out of the Plan’ within the Welcome Pack you receive direct from Royal London.

If a valid Opt Out Notification is received within 30 days of your automatic enrolment date or within 30 days from the date of your Automatic Enrolment Welcome Pack correspondence – whichever is the latter, any contributions you have made will be refunded and you will not have become an active member of the scheme on this occasion. If you want to opt out and stop making payments after the 30 day period has expired you can do so, however, any contributions paid will remain within your fund at Royal London.

If I opt out or stop making payments, can I re-join a workplace pension scheme at a later date?

Yes, you can re-join a workplace pension scheme. To do so, please contact: Pensions Office, Floor 2, Tower Building, University of Dundee, Nethergate, Dundee, DD1 4HN in writing by sending a letter, which has been signed by you, quoting your National Insurance number and date of birth. Or if sending electronically, it has to also contain the phrase “I confirm I personally submitted this notice to join a workplace pension scheme” to pensionsoffice@dundee.ac.uk.

A regular reminder:

Anyone who opts out will (if eligible) be automatically enrolled back into a pension scheme at a later date (usually every three years). This is because your circumstances may have changed and it may be the right time for you to start saving. We will contact you when this happens, and you can opt out if it’s still not right for you. An exception to this is where you have opted out within twelve months prior to the automatic re-enrolment date.

For further information on the University of Dundee Royal London (DC) Pension Scheme: <https://yourplan.royallondon.com>

For further information on pensions and saving for later life: <http://www.gov.uk/workplace-pensions>

CLAIMANTS DETAILS - TO BE COMPLETED USING BLOCK CAPITALS**(Please provide full name, not initials.) (A valid email address must be provided.)**

Title		First Name		Surname	
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National Insurance No.		Gender		Contact Tel. No.	
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Date of Birth		Email Address	
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UoD Employee Pay Reference No. - if known/if applicable (can be found on a previous UoD payslip)	
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UoD Matriculation Number - if applicable. (Your matriculation card will be copied and submitted with this form).	
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Are you over state pension age, and not liable to pay National Insurance? If so, please tick here, and attach a copy of: your NI exemption certificate, or birth certificate, or the photograph page of your passport.

Home Address	
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Post Code	
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**BANK DETAILS - For UK Payments Only
For banks within the UK**

Sort Code (6 Digit Number)							Account Number (8 Digit Number)								
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Building Society Reference Number (if applicable)	
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Name of Account Holder	
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Bank Name & Branch	
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**BANK DETAILS - For INTERNATIONAL Payments Only
For banks outwith the UK**

Name of Account Holder	
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Beneficiary Name & Address of Bank (including country)	
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Beneficiary SWIFT/BIC Code		Beneficiary IBAN Number	
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Beneficiary Routing Number		Beneficiary Account Number	
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Intermediary Name and Address of Bank (including country)	
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Intermediary SWIFT/BIC Code	
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**TAX DETAILS
(PLEASE TICK ONLY ONE OPTION)**

This is my first job since last 6 April, & I have not been receiving Jobseekers Allowance, taxable Incapacity Benefit, or a state or occupational pension.	<input type="checkbox"/>
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This is now my only job, however, since last 6 April, I have had another job, or have received taxable Jobseekers Allowance, or Incapacity Benefit. I do not receive a state or occupational pension.	<input type="checkbox"/>
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I have another job, or receive a state or occupational pension.	<input type="checkbox"/>
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EXPENSES - Complete only if applicable			
May be paid if agreed by the Department - Original receipts must be attached			
Mileage			
Travelling From:		Travelling To:	
Total Mileage:			
Total claimed for mileage @ _____ p per mile (Mileage rate to be confirm by Department) (Please state currency)			
Accommodation		Total (Please state currency)	
Travel		Total (Please state currency)	
Other		Total (Please state currency)	
Total to be paid (Please state currency)			
No. of receipts attached			

One of the conditions under which the University is entitled to hold a licence for issuing a Certificate of Sponsorship to relevant employees and students is that their ID documentation and immigration status is verified prior to commencing employment. Students holding a Tier 4 General Student Visa are not permitted to work anymore than **20 hours per week during semester time**. Semester dates are set annually and can be obtained from the University website.

Claimant - Please sign and date below as confirmation that the information you have provided is a true and accurate account of your personal details, and that you have read and understood the automatic enrolment information on pages 2 & 3, and that you have read and understood the requirements, if applicable to you, that the Tier 4 General Student Visa limits working to a maximum of 20 hours per week during semester time.			
Claimants Signature		Date	
Note for Claimant - ALL 6 pages of this form should now be returned to the person stated within: SECTION A - DEPARTMENT CONTACT DETAILS			

SECTION C - TO BE COMPLETED BY THE DEPARTMENT

Prevention of Illegal Working

Any individual employed by the University (even on a Casual basis), **MUST** be checked to ensure they are entitled to work in UK. This is a legal requirement. The individual must produce evidence to confirm this: Passport, Residence Permit, VISA, Full Birth Certificate, Biometric ID Card, and this must be checked and verified by the Department. A colour copy of the document(s) seen must be taken and attached to this form. **It will not be possible to process payment unless this is received.**

AUTHORISED BY - TO BE COMPLETED USING BLOCK CAPITALS

School/Directorate		Discipline/Unit	
Name			
Email Address		Ext. No.	

Authorised by (must be an authorised signatory for the level 2 code being charged)

Name (block capitals)	
Signature	
Date	

Note: The level of payment made to the claimant may not be representative of the amount that would be charged to the account as there may be employer NI charges.

Salary Charging (please complete both old and new codes)

Old Codes

Source of Funding	% Split	Level 1				Level 2			Level 3				Level 4		

New Codes

Source of Funding	% Split	Project	Project Type	Budget Group	Funding Source	Budget Centre	Nominal

Note for Department:

Once Sections A, B & C have been completed, please forward all pages of this form, AND copy(s) of the document(s) providing evidence of the individual's right to work in the UK to:

Payroll Office, Finance Department, Tower Building, Main Campus for processing.

Forms must be submitted in the month the work was undertaken as per requirements of HMRC and Automatic Enrolment.

Should you have any queries as regards how to complete, or when to submit this form, please contact the Payroll Office.