A close-up of a logo

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| A group of people sitting in a courtyard  Description automatically generated |
| Human Resources Student Employment Reinstatement Pack  Welcome back to the team! |
| October 2024 |

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| **Applicant Authorisation**  Once this application pack is fully completed, the School/Service contact should upload this pack to the [**HR Pool SharePoint site**](https://hudac.sharepoint.com/sites/Human-Resources/SitePages/Pool-Packs.aspx)**.**  You can download the most up-to date version of the application pack and find out more information on the Pool Process, including FAQs and how to set up IT accounts, from the [HR website](https://staff.hud.ac.uk/hr/recruitment/pool/). | | | | | |
| **Name of Applicant** | |  | | | |
| **Checklist**  The following documents should be submitted with this pool application pack: | | | | | |
| **Completed Personal Details Form** | | | | |  |
| **Completed Bank Details/HMRC Form** | | | | |  |
| **Completed Right to Work Check (undertaken by a University employee)**  Information on how to perform right to work checks, including acceptable documents for a manual (in-person) check, can be found in our [right to work checks guidance](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/downloads/Right_To_Work_Checks_Guidance.pdf). | | | | |  |
| Copy of the student’s ID card | | | | |  |
| Completed and signed student working hours form | | | | |  |
| Copy of current term dates | | | | |  |
| **For Tier 2 or skilled worker visa holder employed elsewhere, please provide:** | | | | | |
| Letter from their current employer (Sponsor) confirming their current role, occupation code and working pattern | | | | |  |
| Name | (School/Service Contact) | | | | |
| Signed | (School/Service Contact) | | Date |  | |

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| **Personal Details** | | | |
| **Surname/Family Name:** |  | | |
| **Forename(s):** |  | | |
| **Title:** | Dr  Mr  Mrs | | Miss  Ms  Mx |
| **Address:** |  | | |
| **Post Code** |  | |
| **Contact Telephone Number:** |  | | |
| **Date of Birth:** |  | | |
| **Email address:**  **(This is where we will send your contract, payslips and all other correspondence)** |  | | |
| **Student ID number:** |  | | |
| **Signed:** | **Date:** | | |

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| **Bank Details / HMRC Information**  Please complete the following details to enable payment to your bank or building society account.  Incorrect details could delay payment | | | | | |
| **National Insurance Number** | |  | | | |
| **Bank/Building Society Name** | |  | | | |
| **Bank/Building Society Postal Address** | |  | | | |
| **Bank Sort Code** | |  | | | |
| **Bank Account Number** | |  | | | |
| **Account Name** | |  | | | |
| **Roll Number with Building Society (if applicable)** | |  | | | |
| The University needs the following information to tell HMRC about you and help them use the correct tax code. Please complete the details below.  Please 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. | | | |  |
| **B** | This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker’s Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension. | | | |  |
| **C** | As well as my new job, I have another job or receive a State or Occupational Pension. | | | |  |
| **Student Loan** | | | | | |
| **Q1** | **Do you have a student or postgraduate loan?** | | Yes  *If yes, go to Q2* | No  *If no, go straight to the declaration* | |
| **Q2** | **Do any of the following statements apply?** | | Yes  *If yes, go straight to the declaration* | No  *If no, go to Q3* | |
| • You’re still studying on a course that your student loan relates to.  • You completed or left your course after the start of the current tax year, which started on 6 April.  • You’ve already repaid your loan in full.  • You’re paying the Student Loans Company by Direct Debit from your bank to manage your end of loan repayments. | |

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| **Q3** | **To avoid repaying more than you need to, tick the correct student loan or loans that you have – use the guidance below to help you.** | | | | | |
| **You have Plan 1 if any of the following apply:**  • You lived in Northern Ireland when you started your course.  • You lived in England or Wales and started your course before 1 September 2012. | | | | | **Plan 1** |
| **You have Plan 2 if:**  • You lived in England or Wales and started your course on or after 1 September 2012. | | | | | **Plan 2** |
| **You have Plan 4 if:**  • You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course. | | | | | **Plan 4** |
| **You have a postgraduate loan if any of the following apply:**  • You lived in England and started your postgraduate master’s course on or after 1 August 2016.  • You lived in Wales and started your postgraduate master’s course on or after 1 August 2017.  • You lived in England or Wales and started your postgraduate doctoral course on or after 1 August 2018. | | | | | **Postgraduate Loan** |
| **Declaration**  I confirm that the information I’ve given on this form is correct. | | | | | | |
| **Full Name (Use capital letters):** | | |  | | | |
| **Signature:** | |  | | **Date:** |  | |

**For any queries regarding this please contact the Payroll team, email** [**payroll@hud.ac.uk**](mailto:payroll@hud.ac.uk)**.**

**STUDENT WORKING HOURS**

Please let us know the type of course you are studying by completing the boxes below. The table shows how many hours you are permitted to work whilst studying. Please ensure you monitor your working hours and do not exceed the limits as detailed for your course type below.

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| **Undergraduate Students** | | |
| **FULL AND PART TIME** undergraduate students must not be employed for more than 16 hours per week in total across the University during term time. Outside of term time the standard working week of 37 hours applies.  **FULL TIME**  ***tick if this applies to you* PART-TIME** ***tick if this applies to you*** | | |
| **Taught Postgraduate Students** | | |
| **FULL TIME** taught postgraduate students(outside the dissertation stage) must not be employed for more than 16 hours per week during term time. Outside of term time for the Christmas and Easter vacations the standard working week of 37 hours applies. The summer vacation period is the dissertation period and employment must not exceed 16 hours per week during this time. | |  |
| **PART TIME** taught postgraduate students may be employed for up to 37 hours per week but must attend all taught provision and any other course requirements. | |  |
| \****Work is not allowed for international students who are subject to visa requirements, studying a part-time course at post-degree level.*** | | |
| **Research Postgraduate Students** | | |
| **Doctoral Level**  **Masters Level** | | |
| **FULL TIME** research postgraduate studentsdo not operate across terms. There are no vacation periods for postgraduate research students; however they may take 35 days’ leave per year. They must not be employed for more than 16 hours per week in total across the University, however during their leave periods they may work up to 37 hours per week in any week of leave taken. ***This is subject to confirmation of leave from their supervisor being received by Human Resources.*** |  | |
| **PART TIME** research postgraduate students may be employed for up to 37 hours per week but must attend any compulsory elements e.g. research seminars or skills development sessions. |  | |
| \****Work is not allowed for international students who are subject to visa requirements, studying a part- time course at post-degree level.*** |  | |

***\*UKVI changes effective 11 January 2018 applicable to Tier 4/Student visa’s issued after this date.***

*Please note that the above restrictions on student working hours in the University will be strictly enforced and you may not receive payment for any hours worked exceeding the permitted limits. Any breach of the permitted limits may result in your permanent removal from the Student Employment Pool.*

**I accept and understand the restrictions on my working hours as outlined above.**

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| **Signed:** | **Date:** |

**UNIVERSITY OF HUDDERSFIELD – TERM AND VACATION DATES**

**The University is required to obtain evidence of student’s academic term and vacation dates in order to establish and retain the statutory excuse when employing students and to ensure students adhere to the Student Employment Policy.**

**Please note these term times and return a copy of this sheet with the completed pool pack so that it can form part of the pool file.**

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|  | **2023/2024** | **2024/2025** | **2025/2026** |
| **Autumn Term** | **Monday 18 September to**  **Friday 15 December** | **Monday 16 September to Friday 13 December** | **Monday 22 September to Friday 19 December** |
| *Christmas Vacation* | **Saturday 16 December to Sunday 7 January** | **Saturday 14 December to Sunday 5 January** | **Saturday 20 December to Sunday 11 January** |
| **Spring Term** | **Monday 8 January to**  **Friday 22 March** | **Monday 6 January to Friday 4 April** | **Monday 12 January to**  **Friday 27 March** |
| *Easter Vacation* | **Saturday 23 March to**  **Sunday 14 April** | **Saturday 5 April to**  **Sunday 27 April** | **Saturday 28 March to Sunday 19 April** |
| **Summer Term** | **Monday 15 April to**  **Friday 5 July** | **Monday 28 April to**  **Friday 4 July** | **Monday 20 April to**  **Friday 10 July** |
| *Summer Vacation* | **Saturday 6 July to**  **Sunday 15 September** | **Saturday 5 July to**  **Sunday 21 September** | **Saturday 11 July to**  **Sunday 20 September** |

**Evidencing your Right to Work in the UK:**

We are required to obtain proof of your eligibility to work in the UK, therefore it would be appreciated if you could provide an electronic copy (scan/photo) of any current eligibility you have to work in the UK (e.g. UK/Irish passport, birth certificate, BRP) and we can then ascertain the type of Right to Work Check we will need to carry out.

Our [Right to Work Checks guidance](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/downloads/Right_To_Work_Checks_Guidance.pdf) confirms which documents are acceptable when evidencing eligibility to work in the UK. In some cases, you may be required to provide a combination of documents for example, a birth certificate must be provided with evidence of your NI number.

Please ensure that any copies you send through capture the whole page or document so no edges or text is missing and that your copies are clear and not distorted.

If you do not currently have eligibility to work in the UK, please send a copy of your passport.

Please send copies of your right to work documentation to the School/Service who are appointing you and who have provided you with this pack.

***Please note that driving licences cannot be accepted as proof of eligibility to work***

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| **Additional Requirements for Tier 2 or Skilled Visa Holders**  If you are a Tier 2 or Skilled Worker visa holder employed by another organisation, you will need to obtain a confirmation of employment letter from your employer (Sponsor) which confirms the following details:   * Job title * Occupation Code (SOC Code) * Working pattern   This letter must be submitted with your completed application pack. We will then be able to determine your eligibility to undertake work within the University’s part time hourly paid pool. |

**Carrying out a Right to Work Check (for School/Service use):**

You must carry out one of the prescribed checks below before employment commences:

* **a manual right to work check**

For this type of check you are required to see the original documentation in the presence of the holder. This can be a physical presence in person or via a live video link but in both cases you **must** be in physical possession of the original documents.

Or

* **an online right to work check**

For this type of check you would use the Home Office online right to work checking service. Checks using the Home Office online checking service do not require you to check physical documents and can be carried out by video call as right to work information is provided in real time directly from Home Office systems.

*It will not be possible to conduct a Home Office online right to work check in all circumstances as not all individuals will have an immigration status which can be checked online. Where an online check is not possible, you should conduct a manual right to work check.*

**Additional requirements for Tier 2 or Skilled Worker Visa holders employed elsewhere:**

Tier 2 or Skilled Worker Visa holders who are employed by another organisation are not automatically permitted to commence employment with the University. A letter from their employer (Sponsor) is required to determine their eligibility to undertake work within the Pool and this must be submitted with their pool application pack.

You will also need to ask whether they are undertaking any other supplementary employment with another employer to ensure they will not be doing more than 20 hours per week in total of supplementary employment.

Please refer to our [Right to Work Checks guidance](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/downloads/Right_To_Work_Checks_Guidance.pdf) for step to step instructions on how to carry out a Right to Work Check.