**Subject:** Welcome to St Mary’s

Dear <New casual starter name>

I am delighted to confirm that you will be working with us on a casual basis within <department name> at St Mary’s University.

In order to accept this offer and issue your casual contract and set up your account on the HR system for the purposes of Payroll, please complete the steps below as soon as possible:

**New Staff**

1. Complete the online casual application [*here*](https://ce0230li.webitrent.com/ce0230li_webrecruitment/wrd/run/etrec179gf.open?WVID=47318631mC&LANG=USA&VACANCY_ID=5767496Gnd).
2. If you have a British/Irish Passport you will need to arrange a time to come onto campus so that I can take a verified copy of your right to work documents.
3. Right to Work (No UK Passport) – *A right to work check will need to be conducted prior to your commencement of work. If your right to work has not been checked in person when you came to interview, you will need to arrange a time to come into the HR office at the main campus to verify your documents prior to your first day. This is usually a British passport - if you have a BRP card as a right to work, we can no longer accept this due* [*to government guidelines*](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide/an-employers-guide-to-right-to-work-checks-6-april-2022-accessible-version#:~:text=BRCs%2C%20BRPs%20and%20FWPs%20have,demonstrate%20their%20right%20to%20work.)*. You will need to provide us with a share code which can be created following the link* [*here*](https://www.gov.uk/prove-right-to-work)*.*

**Please note that any failure or delay to verify your right to work before your start date will result in the commencement of your employment being postponed.**

**Previously employed at St Mary’s**

1. Complete the Returning Casual Starter Pack (attached) and return back to me.
2. I will need to verify your right to work documents using either step 1 or 2 above.

Please note, all this data will be treated in the strictest confidence. For information on Timesheet submissions [click here](https://www.stmarys.ac.uk/hr/payroll-information/overview.aspx), all timesheet payment will be paid 1 month in arrears.

If you have any questions in the meantime, please do let me know.

Best wishes,

<Sign off>