****

**Casual Worker Starter Pack**

**Previously employed staff only**

If your personal details (address, contact details, emergency contact etc.) have changed please email [HRhelpdesk@stmarys.ac.uk](mailto:HRhelpdesk@stmarys.ac.uk) to update this on the HR system.

**What to Do:**

1. Complete the Bank Details form (page 2) and HMRC Form (page 3 & 4).
2. Send page 2, 3 & 4 to your Line Manager. Theses documents are required for payroll processing.
3. Take evidence of your Right to Work Documentation (page 5) to your Line Manager.



**Bank Details Form**

***Payroll cut-off for new starters is the*** *first of the month****, please return this form as soon as possible to ensure you are paid promptly. Salaries are paid on the 25th of the month.***

If your Bank details have not changed, please tick this box ☐ and proceed to complete page 3-4.

**Name**

**Mr/Dr/Mrs/Ms/Miss/Other**

**Date of Birth**

**Job Title**

**Start date of Employment**

**National Insurance Number**

**Name of Bank/Building Society**

**Branch**

**Address**

**Bank/Building Society Sort Code**

**Bank/Building Society Account No**

***(8-digit number)***

**I hereby authorise St Mary’s University to pay my salary into my Bank/Building Society Account**

**Signed Dated**

*Please complete this form and return to the Human Resources Department as soon as possible to ensure prompt payment of your salary.*

***Please notify the Human Resources Department immediately of any changes to the above information.***

**HMRC Starter Checklist**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Instructions for employers**  This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous three tax years.  **Do not send this form to HM Revenue and Customs (HMRC)**. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Instructions for employees**  As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer.  It’s important that you choose the correct statement. If you do not choose the correct statement you may pay too much  or too little tax. For help filling in this form watch the short youtube video, go to www.youtube.com/hmrcgovuk  **Do not send this form to HMRC**. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Employee’s personal details** | | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | |
| **1** |  | **Last name** | | | | | | | | | | | |  | **5** |  | **Home address** (including post code) | | | | | | | | | | | | | | | | | |
|  |  |  | | | | | | | | | | | |  |  |  |  | | | | | | | | | | | | | | | | | |
|  |  |  | | | | | | | | | | | |  |  |  |  | | | | | | | | | | | | | | | | | |
| **2** |  | **First name(s)** | | | | | | | | | | | |  |  |  |  | | | | | | | | | | | | | | | | | |
|  |  | Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth | | | | | | | | | | | |  |  |  |  | | | | | | | | | | | | | | | | | |
|  |  |  | | | | | | | | | | | |  |  |  |  | | | | | | | | | | | | | | | | | |
|  |  |  | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | |
| **3** |  | **Are you male or female?** | | | | | | | | | | | |  | **6** |  | **National Insurance number (if known)** | | | | | | | | | | | | | | | | | |
|  |  |  | | | | | | | | | | | |  |  |  |  | | | | | | | | | | | | | | | | | |
|  |  | Male | |  | | Female | | | |  | | |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  |  |  | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | |
| **4** |  | **Date of birth** DD MM YYYY | | | | | | | | | | | |  | **7** |  | **Employment start date** DD MM YYYY | | | | | | | | | | | | | | | | | |
|  |  |  | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  | |  |  |  | |  |  | |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |
|  | | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | |
| **Employee statement** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **8** | **Choose the statement that applies to you, either A, B or C, and tick the appropriate box.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  |  |  | | --- | --- | --- | | **Statement A** | **Statement B** | **Statement C** | | Do not choose this statement if you’re in receipt of a State, Works or Private Pension.  Choose this statement if the following applies.  This is my first job since 6 April and since the 6 April I’ve not received payments from any of the following:   * Jobseeker’s Allowance * Employment and Support Allowance * Incapacity Benefit | Do not choose this statement if you’re in receipt of a State, Works or Private Pension.  Choose this statement if the following applies.  Since 6 April I have had another job but I do not have a P45. And/or since the 6 April I have received payments from any of the following:   * Jobseeker’s Allowance * Employment and Support Allowance * Incapacity Benefit | Choose this statement if:   * you have another job and/or * you’re in receipt of a State, Works or Private Pension | | Statement A applies to me | Statement B applies to me | Statement C applies to me | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**Student Loans** For more guidance about repaying, go to [www.gov.uk/repaying-your-student-loan](http://www.gov.uk/repaying-your-student-loan)

|  |  |  |
| --- | --- | --- |
| **9** | **Tell us if any of the following statements apply to you:** | **Types of Student Loan** |
|  | * you do not have any Student or Postgraduate Loans * you’re still studying full-time on a course that your Student Loan relates to * you completed or left your full-time course after the start of the current tax year, which started on 6 April * you’re already making regular direct debit repayments from your bank, as agreed with the Student Loans Company | **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 |
| **You have a Plan 2 if:**  You lived in England or Wales and started your course on or after 1 September 2012 |
|  | If No, tick this box and go to question 10 | **You have a Plan 4 if:**  You lived in Scotland and applied through the  Students Award Agency Scotland (SAAS) when you started your course**.** |
|  | If Yes, tick this box and go straight to the  Declaration |
| **10** | **To avoid repaying more than you need to, tick the correct Student Loans that you have - use the guidance on the right to help you.**  **Please tick all that apply** | **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 |
|  |
|  |
|  | Plan 1 |
|  | Plan 2 |
|  | Plan 4 |
|  | Postgraduate Loan (England and Wales only) |
| Employees, for more information about the type of loan you have, go to www.gov.uk/sign-in-to-manage-your-student-loan-balance | | |
| Employers, for guidance go to www.gov.uk/guidance/special-rules-for-student-loans | | |

**Declaration**

I confirm that the information I’ve given on this form is correct.

|  |  |  |
| --- | --- | --- |
| **Electronic Signature** |  | **Name** |
|  |  |  |
|  | **Date** DD MM YYYY |
|  |  |

By typing your name above, you are confirming this is a true and accurate record

**YOUR RIGHT TO WORK EVIDENCE**

You will need to give your Line Manager evidence of your Right to Work. This is usually either:

* Passport and Visa (if needed).

or

* Birth Certificate and NI Card/Letter.

Your Line Manager will need to check that:

* The photograph is consistent with your appearance.
* The date of birth is consistent with your appearance.
* Any expiry dates have not elapsed.
* Any immigration stamps permit to do the employment in question

After these checks your Line Manager will take a clear scan of these documents for appropriate storage.

**WHAT ARE THE NEXT STEPS?**

Once the above Payroll and online forms have been completed HR will issue you with a contract and you can begin to conduct the work in question.

**ST MARY UNIVERSITY- TIMESHEET/PEOPLENET INFORMATION**

**What Are Timesheets and how are they important?**

Timesheets is how you request payment for the work you have conducted from your Line Manager.

**How to submit a Timesheet?**

Timesheets are submitted via [PeopleNet](https://ce0230li.webitrent.com/ce0230li_ess). All Timesheets should be **submitted and authorised by the 4th of the month for payment that month** (e.g. to receive payment on February 25th your timesheet must be submitted and approved by the 4th of February).

To receive PeopleNet access [HR](mailto:HRhelpdesk@stmarys.ac.uk) will send an email to your registered email account with your log in details (please ask your Line Manager if you have any questions on this).

[Click here](https://www.stmarys.ac.uk/hr/payroll-information/overview.aspx) for detailed information on how to access & submit a Timesheet. Further information on this can be found on our StaffNet pages linked [here](https://staffnet.stmarys.ac.uk/services-departments/HumanResources/Pages/Payroll-Info.aspx).