1. **Background**

At the University there is often a genuine need to use casual workers i.e. Invigilators, External Examiners, Student Ambassadors or in order to fill very short-term needs or cover (maximum 4 weeks). However, managers should ensure that casual workers do not work regular hours or complete work on a regular basis. If this is the case, managers must consider the options such as using fixed term or permanent contract. Please contact the HR Service Team for advice, if required.

1. **Process**

All new casual workers\* require an approved SAF and will be required to complete a Casual Appointment Form. The Appointment Form should be completed by the casual worker and their Host Manager, who is the University contact who co-ordinates casual workers in the relevant area or the person who the casual worker reports directly to when undertaking work for the University. On the Casual appointment form an end date must be supplied. Should the casual position be extended, a further SAF is required.

The Casual Appointment Form must be completed in advance of any work being undertaken by the casual worker. Additionally, all the necessary document checks must be completed, to ensure that the worker has the right to work in the UK and to verify their personal details. Right to Work checks are carried out by the HR Services Team who can be contacted at [HumanResources@napier.ac.uk](mailto:HumanResources@napier.ac.uk) to arrange this.

In the case of external examiners, please contact your School’s Academic Quality department who will be able to assist you with the process.

When the HR Services Team have received the completed Casual Appointment Form and Right to Work Check, the casual worker will then be added onto HR Connect and Terms of Engagement will be sent to the casual worker by email.   If the Host Manager has People Manager Access they will be able to view the casual worker's record.

If the casual worker needs access to student information they must complete the Oath of Confidentiality Form.

Should a casual worker not receive a payment for a period of 13 months, they will be actioned as a leaver and removed from HR Connect. The casual worker would have to complete a new Casual Appointment Form and complete the Right to Work check again should they be required to complete casual work for the University again.

1. **Paying the Casual Worker**

The casual workers should complete the appropriate casual payment claim form detailing the hours they have completed, which should be signed by the line manager and the senior manager with responsibility for the budget from which the payment is requested. This must be sent to Payroll by the 10th of the month for payment in that month. Please note: in order to be paid in that month, the worker's details must already be on HR Connect (the HR system). If an Appointment Form, along with an individual's Right to Work in the UK ID, has not been received by the HR Services team prior to receipt of the casual payment form, payment cannot and will not be made. Casual workers must submit claim forms as outlined above for each month worked as soon as possible once the work has been completed for that month.

The casual worker will receive an e-payslip confirming their payment details and should refer to the Terms of Engagement e-mail for password details.

1. **Useful links**

* [Casual Appointment Form](https://staff.napier.ac.uk/services/hr/Documents/HR%20Forms/Casual%20Appointment%20form%20March%202021%20New%20template.docx)
* [Casual Workers Hourly Paid Claim form](https://staff.napier.ac.uk/services/hr/Documents/Payroll/Casual%20Hours%20Claim%20Form.xlsx)
* [One off payment claim form](https://staff.napier.ac.uk/services/hr/Documents/Payroll/One%20Off%20Payment%20Claim%20Form.xlsx)
* [Casual Leavers Form](https://staff.napier.ac.uk/services/hr/Documents/HR%20Forms/Casual%20LeaversForm.doc)

**Document Control**

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