

Casual Payroll Process

Background Information:

Each casual engagement must be treated separately, as there are important checks and processes that need to happen before a worker can be paid. Namely, these are: adding the worker and appointment to Core HR; and establishing a right to work in the UK. Even if a worker has been engaged previously, they will have been removed from Core HR and therefore will need to be re-added, which can mean a delay in payment if this is not done before work commences.

Before engagement:

- The supervisor must contact Emily Bush and Thomas Hall to seek approval and confirm that there is budget for the engagement. This must happen even if the work is being paid for from a trust fund.
- Once approved and budget identified; you will receive a form asking for vital information to start the engagement process. Once completed please return to Emily.
- Emily will contact the worker requesting various forms that are needed for legal and audit purposes with the supervisor in copy. Once these forms are completed and received by Emily, the worker is added to Core HR. It is only **after** this has happened that work will be able to commence.

During engagement:

- A timesheet will be sent to the worker by Emily.
- To submit their timesheet the worker must email the completed form to timesheets@orinst.ox.ac.uk with the supervisor in copy. The supervisor does not need to email approval, but must sign the timesheet.
- The timesheets must be received by 28th of each month to be paid the following month – e.g. a timesheet received on the 28th September will be paid in the October payroll.
- If there is a possibility of the work taking longer than the contracted hours or contract length, the supervisor must advise Emily immediately.
- Any queries regarding payment should be sent to timesheets@orinst.ox.ac.uk if sent to any other address there will be no response.
- Timesheets must be received monthly rather than at the end of term. Please only use the timesheet provided by Emily.

Once engagement is completed:

- Once final payment has been made the worker is removed from Core HR. This is done monthly for all workers.

Timesheet Requirements:

Without the below information a timesheet will not be processed.

- The timesheet must be filled out for the month of work not weekly or termly.
- Please note that the week commencement day is Sunday.
- A timesheet cannot contain work which has not yet taken place e.g. for the week following the 28th.
- Timesheets for teaching must give a complete breakdown of the hours taught and the student numbers per lesson, please see the example below:

Date	Hours Taught	Number of Students
06/09/2019	3	4
06/09/2019	1	3
06/09/2019	3	5
07/09/2019	3	4
08/09/2019	2	8
09/09/2019	2	13
10/09/2019	4	1

- The timesheet should be submitted in a timely fashion, not many months after the engagement has ended.