

HR Services Update November 2018

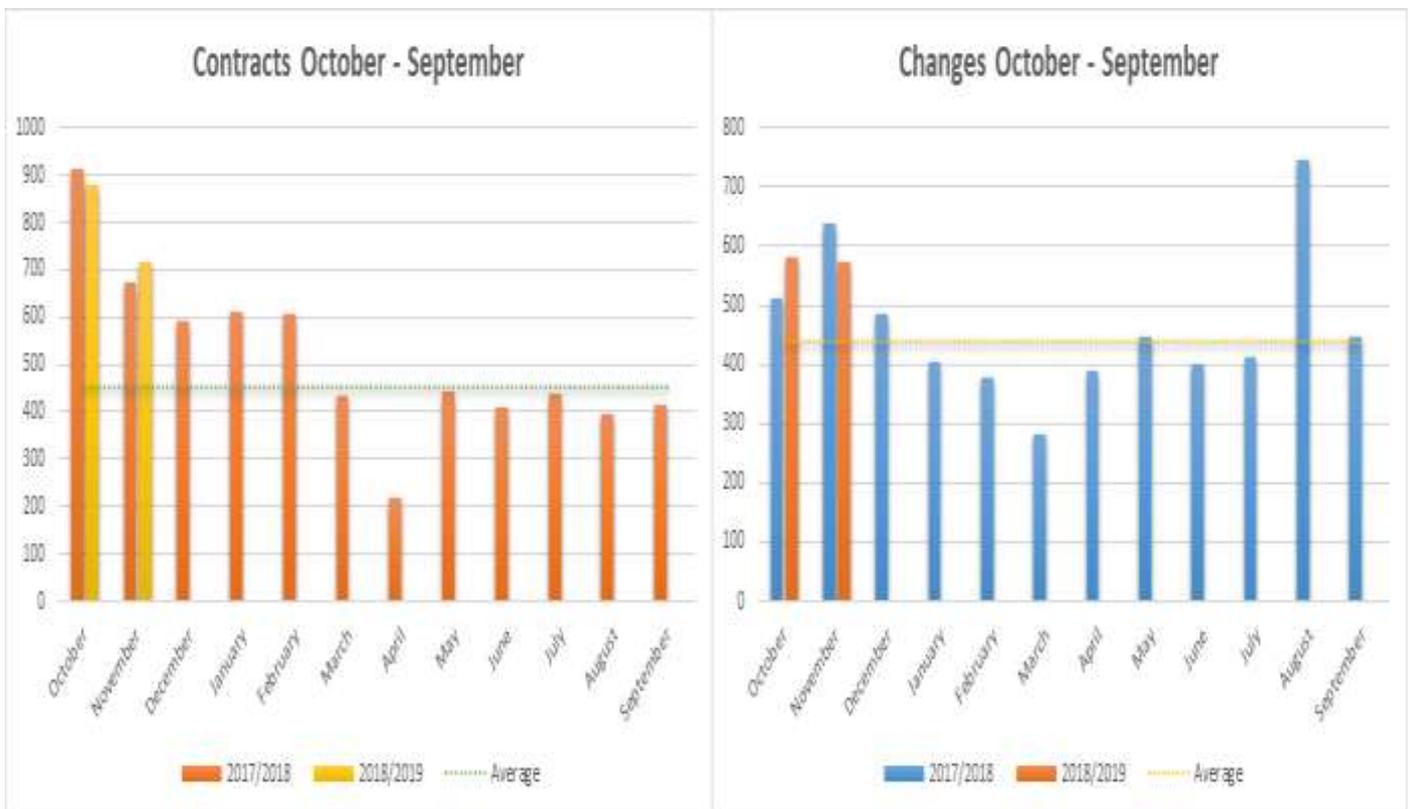
Dear all

Please find below an update on the following areas:

- [November payroll](#)
- [Right to work checks](#)
- [Adverts](#)
- [Early December payroll deadline](#)

November payroll

We've had another busy payroll month in HR Services. The team processed over 700 contracts and nearly 600 changes, and as you will see from the below charts this significantly exceeds our monthly average.



In addition to processing all on time contract submissions, the team successfully processed 47 late requests. These were contracts for individuals who started pre November and early November, to ensure the impact on new starters to UCL was as minimal as possible.

Right to work checks

We are finding that a high number of contract requests are being placed under query, approximately 35%, with the main reason being related to right to work (RTW). As a reminder:

- Evidence of right to work must be seen, copied and signed as seen prior to employment. If original RTW is not presented until the individuals first day, it must be seen and copied prior to them starting work and therefore must be the first action undertaken on this day.
- Where an individual is a visa holder, both their passport and their visa must be copied and verified. For a visa biometric residence permit both sides must be copied, signed and dated.
- Visas must be presented with a valid passport. If the visa is held in an expired passport, this is not acceptable RTW evidence. The individual will be unable to begin employment until they obtain a new passport and a new biometrics resident permit.
- For those who hold a tier 4 visa, please also ensure you provide a copy of their term dates. A tier 4 visa without term dates is not valid RTW evidence.
- Please ensure the full document is visible and clear.
- The documentation should be uploaded to the SiP contract request. If a verified copy is not held at time of submission, please upload an unverified copy and add a comment detailing when the verified copy will be provided. In this instance a provisional contract will be issued.

If correct RTW documentation is not provided with the contract request the form will be placed under query and processing will be delayed.

We will shortly be contacting individuals to invite you to attend RTW refresher training. This training will be mandatory to attend once MyHR goes live next year.

Adverts

The team are currently reviewing adverts submitted on 2nd November, which is 6 working days outside of our 5 working day SLA (a total of 11 working days to review new requests submitted).

We currently have 123 new advert requests to review and 45 requests to move an advert from internal to external placement.

We have increased the team working on adverts, and now have 3 administrators working on internal requests and 1 working solely on switching internal placements to external. We hope to see processing times reduce over the next few weeks.

Early December payroll deadline

Due to the early pay day in December, the departmental deadline for submissions for December payroll is this week, Friday 23 November, and the Form 6 payment request deadline is next Thursday 29 November. This is a week earlier than in normal payroll months.

As we also have a week less to process requests for December the HR Services and Payroll teams will be unable to accept any late submissions this month. The team have already started working on requests for December, with 229 contracts, 162 changes and 158 leavers already submitted.

If you have any questions regarding the above please do let me know. I am also happy to meet with teams to discuss the current HR Services team and how work is being processed if that would be helpful.

Kind regards
Jodie

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Head of HR Services

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[Race Equality Survey](#) – please have your say and help effect change at UCL.

Find out more about UCL's new [Agreement of Consistent Treatment \(ACT\)](#) and how this will help to remove barriers at work for disabled staff and those with caring responsibilities.