

Unitemps request form

This form can be completed online using electronic signatures. Mandatory fields identified with an * must be answered fully. N/A to mandatory fields is not an acceptable answer.

I have read the information provided on the [UCL website](#) and am aware of what roles shouldn't be processed through Unitemps.

I confirm that I am aware of UCL's delegated authorisation limits and that the cost of this order has been approved by the appropriate authorised signatory. If found to have incurred a cost without the required level of approval, I understand that this could result in disciplinary action.

| | |
|---|----------------------|
| *Name of Hiring Manager (Timesheet Approver) | <input type="text"/> |
| *Signature of Hiring Manager | <input type="text"/> |
| *Job Title | <input type="text"/> |
| *Phone number | <input type="text"/> |
| *Email address | <input type="text"/> |
| *Date | <input type="text"/> |
| *Name of Budget Holder | <input type="text"/> |
| *PTAE(project.task.award.expenditure) e.g. 555555.100.156780.22126 | <input type="text"/> |

If you wish for the 5% fee to be charged to a different PTAE please specify the second code here

For externally funded research projects, if an alternative PTAE is not included, the Unitemps fee will be charged to your department's overhead contribution account.

| | |
|-----------------------------------|----------------------|
| *School/department making request | <input type="text"/> |
| *Department organisation code | <input type="text"/> |

Additional timesheet approver

| | |
|---------------|----------------------|
| Name | <input type="text"/> |
| Job title | <input type="text"/> |
| Phone number | <input type="text"/> |
| Email address | <input type="text"/> |

About the job

*Job title of the position for which you are recruiting

What job category does this job fall under?

- Events Education Researcher
 Office worker Specialist worker

*Is this job Home-based?

Is this job for UCL students or graduates only?

Hours required per week e.g 37.5 hours

*Number of positions required

***Hourly pay rate**

Grade and spine point, please

see rates chart on page 4. If requesting off the chart "other" rate to be set-up, please specify if the hourly rate includes or excludes holiday pay.

Job start and end date (please include any training period):

*Start date:

*End date:

Health and Safety

Please provide details of any workplace health and safety risks to be shared with candidates and steps taken to mitigate them.

Experience, training, qualifications, authorisation legally required.

Any experience, training, qualifications and authorisation that are legally required for the role. Use N/A if none are applicable.

Direct booking

Please include the name and email address of candidate/s. The candidates will be required to create an account at www.unitemps.com and conduct a right to work (RTW) check with the Unitemps team before they start working. For any enquiries, please email unitemps@ucl.ac.uk.

If you are listing more than five people on the form, please include their details in an email to ensure they are not missed out.

*Details required for booking

*is the candidate(s) doing the job from abroad? Yes: No:

If you are advertising the role, please provide the following information

If you have a job specification, please feel free to attach this, instead of completing the fields below.

About the role

Please provide some context about your department/ this role to be used in the introduction of the job advert

Job description

Main duties and the purpose of the role

Person specification

Qualifications, skills and experience

Proposed interview date

To be included in the advert

Is a DBS required?

Yes:

No:

Hourly rate chart

Pensions and Employers National Insurance will be charged if applicable

| Grade | Spine | Hourly pay rate | Holiday pay | Client charge rate 5% | 360 client charge rate 8% | Grade | Spine | Hourly pay rate | Holiday pay | Client charge rate 5% | 360 client charge rate 8% |
|-------|-------|-----------------|-------------|-----------------------|---------------------------|-------|-------|-----------------|-------------|-----------------------|---------------------------|
| LLW | LLW | £13.15 | £2.46 | £16.39 | £16.86 | | 32 | £23.30 | £4.36 | £29.05 | £29.88 |
| 1 | 5 | £13.60 | £2.55 | £16.95 | £17.44 | | 33 | £23.92 | £4.48 | £29.82 | £30.67 |
| 2 | 6 | £13.63 | £2.55 | £17.00 | £17.48 | | 34 | £24.55 | £4.60 | £30.61 | £31.48 |
| | 7 | £13.79 | £2.58 | £17.20 | £17.69 | | 35 | £25.21 | £4.72 | £31.42 | £32.32 |
| 3 | 8 | £13.95 | £2.61 | £17.39 | £17.88 | | 36 | £25.88 | £4.85 | £32.27 | £33.19 |
| | 9 | £14.10 | £2.64 | £17.57 | £18.07 | | 37 | £26.58 | £4.98 | £33.13 | £34.08 |
| | 10 | £14.30 | £2.68 | £17.82 | £18.33 | | 38 | £27.31 | £5.11 | £34.04 | £35.01 |
| | 11 | £14.54 | £2.72 | £18.13 | £18.65 | | 39 | £28.03 | £5.25 | £34.94 | £35.94 |
| 4 | 12 | £14.79 | £2.77 | £18.43 | £18.96 | | 40 | £28.79 | £5.39 | £35.89 | £36.91 |
| | 13 | £15.08 | £2.82 | £18.80 | £19.33 | 8 | 38 | £27.05 | £5.06 | £33.71 | £34.68 |
| | 14 | £15.37 | £2.88 | £19.16 | £19.70 | | 39 | £27.77 | £5.20 | £34.62 | £35.60 |
| | 15 | £15.52 | £2.90 | £19.34 | £19.90 | | 40 | £28.53 | £5.34 | £35.56 | £36.58 |
| 5 | 16 | £15.84 | £2.96 | £19.74 | £20.30 | | 41 | £29.31 | £5.49 | £36.54 | £37.58 |
| | 17 | £16.15 | £3.02 | £20.14 | £20.71 | | 42 | £30.11 | £5.64 | £37.54 | £38.61 |
| | 18 | £16.52 | £3.09 | £20.60 | £21.18 | | 43 | £30.95 | £5.79 | £38.57 | £39.68 |
| | 19 | £16.91 | £3.17 | £21.08 | £21.68 | | 44 | £31.80 | £5.95 | £39.64 | £40.77 |
| | 20 | £17.33 | £3.24 | £21.60 | £22.22 | | 45 | £32.68 | £6.12 | £40.74 | £41.90 |
| | 21 | £17.74 | £3.32 | £22.11 | £22.74 | | 46 | £33.59 | £6.29 | £41.87 | £43.06 |
| 6 | 22 | £18.18 | £3.40 | £22.67 | £23.31 | 9 | 47 | £34.52 | £6.46 | £43.03 | £44.26 |
| | 23 | £18.65 | £3.49 | £23.24 | £23.91 | | 48 | £35.48 | £6.64 | £44.23 | £45.49 |
| | 24 | £19.12 | £3.58 | £23.84 | £24.52 | | 49 | £36.47 | £6.83 | £45.46 | £46.76 |
| | 25 | £19.62 | £3.67 | £24.45 | £25.15 | | 50 | £37.49 | £7.02 | £46.74 | £48.07 |
| | 26 | £19.96 | £3.74 | £24.88 | £25.59 | | 51 | £38.54 | £7.22 | £48.05 | £49.42 |
| | 27 | £20.47 | £3.83 | £25.52 | £26.25 | | 52 | £39.63 | £7.42 | £49.40 | £50.81 |
| | 28 | £21.01 | £3.93 | £26.19 | £26.93 | | 53 | £40.74 | £7.63 | £50.79 | £52.24 |
| | 29 | £21.56 | £4.04 | £26.87 | £27.64 | | 54 | £41.89 | £7.84 | £52.22 | £53.71 |
| 7 | 30 | £22.12 | £4.14 | £27.57 | £28.36 | | 55 | £43.07 | £8.06 | £53.69 | £55.23 |
| | 31 | £22.70 | £4.25 | £28.30 | £29.11 | | | | | | |

Managers can pay rates not present in this chart. An 8% Unitemps fee applies to full 360 recruitment where Unitemps sources a suitable candidate for your role.