CASUAL WORKER PAYMENTS

You have been provided with this document to ensure that you are fully informed regarding the terms of engagement for undertaking casual work at UCL. Before undertaking any work for UCL, you will also be asked to complete a standard application form to provide the personal details that are needed to process any payment due to you.

Right to Work in the UK

UCL is required by law to ensure you have the right to work in the UK prior to you undertaking any engagement. This applies to all invigilators including research students studying at UCL or elsewhere. You are required to provide evidential proof of your right to work in the UK and copies of the relevant documentation must be retained. Either a current passport or a combination of Birth Certificate with either a P45, P60, NINO Card or letter from an approved Government Agency should, in most circumstances, cover this requirement. If however, you are not a British National, you may be required to provide other official documentary evidence. UCL is unable to make any payment to an individual where these checks have not been undertaken and satisfied the statutory requirements. For further information, please see the document Right to Work in the UK.

PAYE

There is no employment relationship between UCL and you, at any time during your engagement as an invigilator. Payments for one off duties are subject to Pay As You Earn (PAYE) deductions under Her Majesty's Revenue and Customs (HMRC) legislation. Please note that UCL’s tax office has determined that individuals undertaking invigilation duties cannot be considered as having self-employment status.

Any payment requests processed via UCL Payroll, including expenses, will have PAYE and national insurance (NI) deducted in line with HMRC rules and limits. Your tax code will be treated as 0T M1 unless you submit a P45 or P46 form. If you are over the State Retirement Age and provide evidence of this in the form of a passport, birth certificate or, UK driving licence, we will not deduct NI. Otherwise, NI will be deducted.

If you require a P45 from UCL after you have received your final payment please contact the payroll administrator for Student and Registry Services. Contact details can be found at http://www.ucl.ac.uk/hr/staff/hr_staff_contacts_payroll.php.

UCL’s tax office is:

HMRC PAYE
PO Box 1970
Liverpool
L75 1WX.

Please quote UCL’s tax office reference, 951 U3.
If for any reason you consider that your fees should be paid without deduction of PAYE or, NI you should discuss this with the Assessment and Student Records office before undertaking any duty.

Payment Process

Once you have undertaken the duty and provided all the satisfactory information required the department will instruct UCL Payroll to pay you. You should expect to receive payment for duties undertaken as follows:

- Duties undertaken between 27 April and 26 May 2017 will be paid in the June payroll
- Duties undertaken between 30 May and 09 June 2017 will be paid in the July payroll

A paper payslip will be sent to your home address at the end of the month in which you are paid.

Personal Details

UK bank details are requested of you because UCL is committed to paying individuals via the BACS payment route. This is more secure and timely for you than cheque payments. Payments can not be made to overseas bank accounts.

National Insurance numbers (NINOs), date of birth (DOB) and gender are required by HMRC and collecting this information demonstrates good employer practice. UCL also wishes to collect data to enable it to ensure that individuals are engaged on the basis of merit. You are invited to assist UCL in meeting its commitment by providing relevant details which will be treated in the strictest confidence.

This guide has been prepared using information provided by:

Payroll and Pension Services
UCL
1-19 Torrington Place
London
WC1E 7HB

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