Campus Job Pack

If you are a non-EEA student you must use the International Students Campus Job Pack and claim form. Download it from the Portal or email campus.jobs@solent.ac.uk.

Campus Jobs is the University’s student recruitment service for opportunities on campus.

This pack outlines the terms and conditions that govern your casual work with Solent University Services Limited and includes:

- Offer Letter
- Job Profile
- How to Register for Payroll
- Monthly Claim Form (how to get paid for the hours you work)
- Terms and Conditions of your employment as a Campus Jobs staff member
OFFER LETTER

Date:
Re:
Dear:

I am pleased to offer you the role of

When meeting with your line manager, they will go through this document and explain the terms and conditions of your employment at Solent University Services Limited. Please read though and be prepared with any questions you may have. Please also ensure you understand the following key points:

1. How to register with payroll, making a pay claim, rates of pay
2. Support from Solent Futures
3. Printer use while working for Campus Jobs
4. Brief international student information (if you are a non-EEA student this is the wrong pack! You should have received an international student Campus Jobs pack which has more detailed information - contact campus.jobs@solent.ac.uk)
5. Starting a new role - click here for support in starting your role.

If you require any further information on your employment with us, please contact campus.jobs@solent.ac.uk.

Yours sincerely,

Solent Futures
SECTION 1: JOB PROFILE

Job Title: Input job title here!

Department: Which Department will the Campus Jobs student be working for and paid from?

Supervisor: Who will be supervising this role?

Maximum hours per week: How many hours will the student be working maximum per week? We suggest students only work up to 20 hours per week and International students may be restricted to how many hours they can legally work, so please check before they start!

Employment start date: When will the student be commencing their employment?

Employment end date: When will the end date be for the role?

Rate of pay: What rate of pay will the student be paid? It must be one of the 5 campus jobs pay rates which are listed on the claim form. Contact campus.jobs@solent.ac.uk if you need advice on appropriate pay rates.

Job Profile
This is the profile you have used to advertise the role:

Responsibilities:
About you:
Benefits:

Please include this in the jobs pack.

SECTION 2: HOW TO REGISTER FOR PAYROLL
**Campus Jobs Opportunities - How to Register (failing to do this will delay your pay!)**

Only register with payroll the first time you have been successful in getting a Campus Job. The flowchart below details the step by step process for giving payroll your details and getting on their system.

1. Visit the Solent Recruitment Website and click on Campus Jobs at the top of the page.

2. Click on the link Registration Form.

3. Complete all information on the Application Form and submit. Do not use CV upload option.

4. You will then shortly receive an email with instructions to provide certain paperwork to Payroll (HR/304). Please do this at your earliest convenience.

5. Once Payroll has your paperwork you will receive a further email confirming receipt and giving details about the Company Pensions scheme, and claiming for hours worked.

Please note the process outlined above is for registering your details for pay purposes only. You must still apply for individual vacancies through Solent Futures Online.

The above process must be followed and all documents must be provided to Payroll before you can be paid for any work that you undertake.

If you have any queries regarding the payroll registration process please contact Payroll on 023 8201 3315 or email payroll@solent.ac.uk.
**SECTION 3: MONTHLY CLAIM FORM**

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**Solent University**

**Campus Jobs Monthly Claim Form v3**

***If this is your first claim please ensure you have registered with Campus Jobs and completed all the relevant forms***

**Personal Details** *(Please complete all boxes - please print clearly)*

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>Date of Birth:</th>
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<table>
<thead>
<tr>
<th>Pay No (if previously paid):</th>
<th>Student No (located on student card):</th>
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**Details of Work** *(Please see notes overleaf for guidance on completion)*

**For Completion by Student:**

<table>
<thead>
<tr>
<th>Work Ending</th>
<th>Brief Description/Place of work e.g. 'Open Day Duties'</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
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<th>Total Hours</th>
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**For Completion by Supervisor:** Please select one of the below rates (as per Solent Futures guidance) and sign next to chosen rate

<table>
<thead>
<tr>
<th>Supervisor Name:</th>
<th>Hourly Rate (Please tick one of the 5 rates below)</th>
<th>Supervisor Signature</th>
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<tbody>
<tr>
<td></td>
<td>£8.23 p/h</td>
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<td>£8.65 p/h</td>
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<td>£10.30 p/h</td>
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<td>£11.40 p/h</td>
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**Grand Total:**


**Student Signature:**

**Date:**

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**School/Service Coding/Authorisation (**MUST BE COMPLETED**)

<table>
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<tr>
<th>Cost Centre (code):</th>
<th>Project Code (if applicable):</th>
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<th>Authoriser Name (print):</th>
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<th>Authorised Signature:</th>
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GUIDANCE NOTES FOR COMPLETING CAMPUS JOBS CLAIM FORM

CLAIM FORM: Please complete the claim form CLEARLY and in pen. Your student number, date of birth and payroll number MUST be quoted on your claim form (unless you are a new starter, you won't have a pay number yet). Failure to do so may result in a delay in payment. Claim forms are single part, so photocopies will need to be taken for employee and School/Service records.

PAY DAY: You are paid on the last working day of the month.

DEADLINE: All claims must be received, correctly completed, in the Payroll Section by the Payroll deadline (available from your School/Service or Payroll). Claims do not need to be for complete weeks i.e. work done up to the Payroll deadline, can be included on your claim form.

HOURS WORKED: For three quarters of an hour use 0.75 not 0.45, for half hour use 0.5 not 0.3, for quarter hour use 0.25 not 0.15

PAY RATE: A pay rate must be ticked and signed for by the supervisor or authoriser. If no pay rate is ticked, the claim will be paid at the living wage. If a rate has been ticked, but there is no signature next to the rate signed, then the claim will not be paid until it is approved by the supervisor or authoriser.

AUTHORISATION: An Authorised Signature (budget holder) must sign your claim form for the School/Service you have worked for and the cost centre stated (e.g. AAAB). Failure to do so will result in the claim form being returned to the School/Service and may mean a delay in payment.

REGISTRATION: You must have fully completed the online registration process before payment can be made. If you have not yet done so, please contact Payroll@solent.ac.uk. Failure to complete your registration will result in a delay in payment.

MYVIEW (Employee Portal): Your payslips will be available to view on MyView (https://myview.solent.ac.uk/dashboard/). You will also be able to maintain your personal details, and access deadlines and a blank copy of a timesheet.

HOLIDAY: For every hour you work you earn an entitlement to paid leave. This accrues at the rate of 12.17% for every hour worked and is paid 3 times per year – April, July and December. Further information is included in the Campus Jobs Terms & Conditions.

PENSION: You will be assessed for membership of Solent Pension Plan (provided by Aviva). You will receive information about your assessment and your options directly from Aviva.

UKVI STUDENTS: As a UKVI student you will be restricted to the amount of hours you can work weekly, this is usually 20 hours per week. You also need to have your timesheet authorised each month by Solent Futures in RM001 and they will submit it to payroll on your behalf.

Finance – V3 – April 2019
SECTION 5: TERMS AND CONDITIONS

Campus Jobs is the University’s student recruitment service for opportunities on campus. These are the terms and conditions that govern your casual work with Solent University Services Limited.

Please ensure you sign where indicated on the last page of the Terms and Conditions.

Eligibility checklist for Campus Job employees

1. You are a current Solent University student.
2. You must have ‘permission to work’ in the UK before commencing any form of employment permitted within your visa restrictions. [International students only, full criteria available from Solent Futures.]
3. You must have a National Insurance number. To apply for a National Insurance Number please refer to [www.gov.uk/applynational-insurance-number](http://www.gov.uk/applynational-insurance-number).
4. Some roles require a DBS check prior to commencing work. Your line manager will support this process. See below for more details.

WORKING AT SOLENT

Solent University is a vibrant and innovative community and our six values underpin everything we do. These Values are: Respect, Ownership, Inclusivity, Engagement, Integrity and Teamwork. As an employee of Campus Jobs, you will play an essential role in delivering our vision for the University. We are committed to developing staff to their full potential, rewarding excellence and recognising the value that diversity and equality offer in producing a vibrant, inclusive and innovative learning community.

SOLENT FUTURES

Solent Futures manages Campus Jobs. Queries about how Campus Jobs works should be emailed to campus.jobs@solent.ac.uk.

Solent Futures is Solent University’s careers, employability and enterprise service. You can visit us in our centre (RM001) and speak to one of our friendly team about your career plans, or if you’re not able to pop in you can email us at solent.futures@solent.ac.uk or call us on 023 8201 3883. You can also login to our online careers centre Solent Futures Online which has jobs, ideas and more to help you get to where you want to be.

GENERAL

- **ELIGIBILITY**
  You are eligible to work for Campus Jobs if you are a current student on any level course at Solent University. You have to be appointed to the role whilst a student and can work up until the November of the year of your graduation. It is your responsibility to ensure that you do not continue working for the University if your student status changes. You are required to notify your manager and Payroll on payroll@solent.ac.uk that you are no longer a student of Solent University.

- **PLACE(S) OF WORK**
  Your place(s) of work will be determined by the relevant supervisor and will normally be on the University premises. Working conditions, at all times, will conform to Health and Safety regulations as laid down by the University.
STARTING WORK

• INDUCTION
On your first day you will meet with your supervisor and they will go through this pack to ensure you understand the terms and conditions of your role. You should also be provided with all of the equipment needed to meet your job objectives. Before you commence your role we also suggest you complete the Solent Futures Online programme ‘Preparing for Work’ which you can find here.

• DRESS CODE
In some roles it may be necessary to wear uniform or protective clothing. This will be provided and should only be worn during working hours. It is your responsibility to keep the uniform or clothing clean and in good repair unless otherwise informed. Any items provided must be returned at the end of your employment. Failure to do so may incur the full cost being deducted from your final payment.

• PRINTER AND COMPUTER USE
If you are issued an email address as part of your Campus Job role you must only print where necessary and in any case only material related to your role using this account. Where possible always print in black and white and back to back, and it is never permitted to print anything for personal use.

All staff have a responsibility to protect the University’s data whether in electronic format or hard copy. You should not use a staff computer for personal use. More details on this below under Policies and Procedures.

• HOURS OF WORK
Solent University recommends that full time students work no more than 20 hours per week during the official academic year and non-EEA students are limited to the working restrictions outlined on their visa. Your relevant supervisor will determine your exact hours of work and the working period is 24 hours a day, seven days a week.

• DBS (DISCLOSURE AND BARRING SERVICE) CHECK
Employers can check the criminal record of someone applying for a role. This is known as getting a Disclosure and Barring Service (DBS) check. Employers can request a more detailed check for certain roles, for example in healthcare or childcare. Some Campus Jobs roles may require a DBS check before you can commence work. Your manager will advise you on this process.

• ABSENCE FROM WORK
If, having agreed to work, and for any reason you become unable to, you must ensure that you contact the relevant supervisor as soon as possible. Under the terms of this appointment you may be entitled to Statutory Sick Pay. See the gov.uk website for details of eligibility - https://www.gov.uk/statutory-sick-pay/eligibility.

• INTERNATIONAL STUDENTS
You must have ‘permission to work’ in the UK before commencing any form of employment permitted within your visa restrictions. For advice please contact Solent Futures solent.futures@solent.ac.uk.

If you are a non-EEA student you should request the international students Campus Jobs pack and use the job claim form with a line for Tier 4 authorisation.

PAY AND HOLIDAYS
The basic rate of pay has been set at £8.21 per hour by Solent University Services Ltd. Employing departments are recommended to link the pay to the nature of the job responsibilities. Here are the five rates of pay:

- £8.21
- £8.65
- £9.20
- £10.10
- £11.40

All rates are increased in line with the National Minimum Wage (NMW) % increase in April each year.

There is no entitlement to extra payment for unsocial hours or overtime, however under certain circumstances overtime pay can be agreed with your supervisor. You will be paid by BACS directly into your UK bank account. You must submit your claim form to the Payroll Office by the payroll deadline in order to be paid that month. Details of payroll deadlines are on the myview admin system.

**MYVIEW ADMIN SYSTEM**

MyView gives Solent employees access to view and change their personal information (including their bank details) and view payslips. You sign-in to MyView with your Solent student logon.

Access to MyView is being rolled out gradually to all Campus Jobs students. You will be notified by email when you have access.

**PAY CLAIMS:**

Details of the exact payroll deadlines are online on our Campus Jobs pages and MyView. In general the deadline for claims is on or around the 8th day of the month, and you get paid on the last working day of the month.

Your payslips are also available on MyView. You will not receive a paper copy of your payslip.

Claim forms must be signed by you and authorised by the relevant school/service by the payroll deadline. Any personal bank charges incurred due to delayed payment are your responsibility.

**PENSION SCHEME:**

The University runs a defined contribution pension scheme, Solent Pension Plan (SPP) which is administered by Aviva. You will be automatically assessed for enrolment into SPP in line with the rules covering automatically enrolling employees into a workplace pension scheme. More information can be found on the portal.

**HOLIDAYS:**

The annual holiday entitlement is 5.6 weeks, inclusive of public holidays and local discretionary holidays. Your entitlement to paid holiday is calculated on an equivalent basis, proportionate to the number of hours worked. If your employment terminates during the holiday year, any outstanding holiday will be paid in the next available payslip.

**HOLIDAY PAY:**

Your holiday pay is calculated at a rate of 12.17% of your basic rate of pay for each hour worked. Your accrued holiday pay will normally be paid in the December payroll for the Christmas vacation, the April payroll for the Easter vacation and the July payroll for the summer vacation. Where you have received
more paid holiday than is properly due to you, you authorise the University to deduct the excess paid holiday from any pay still due to you. Where this is not possible, you must repay the required amount before the date of termination of employment.

DEDUCTIONS:

For the purpose of the Employment Rights Act 1996, by accepting these terms and conditions, you hereby authorise the University to deduct from your wages any sums due from you to the University, including overpayments, loans or advances made to you by the University.

TAX LIABILITY:

If you hold a current P45, please take this to the Payroll Office when you register online for payment through Campus Jobs. If you do not hold a current P45, you must complete a starter checklist on MyView and pass this to the Payroll Office. You must indicate your status by either ticking box A, B or C, or if you are working elsewhere, by leaving all the boxes blank. Please ensure that you sign this form and complete using your home address, and not your term time address if different. Once the form has been sent to Her Majesty's Revenue and Customs, they should be able to inform the Payroll Office of your tax code within a couple of weeks.

POLICIES AND PROCEDURES

TERMINATION:
If you discontinue working for Campus Jobs and require a P45 please email payroll@solent.ac.uk for one. The relevant supervisor or Campus Jobs personnel, without any notice, may terminate your employment. Your appointment may also be terminated in relation to disciplinary matters or inadequate performance.

COMPLAINTS PROCEDURE:
Employees should speak with their manager to raise their problem or concern informally with the intention of finding a resolution. Should your problem or concern relate to your manager, you should seek to resolve the issue informally with Solent Futures by contacting campus.jobs@solent.ac.uk in confidence. If appropriate the complaint will be referred to the relevant University process or procedure.

DISCIPLINARY PROCEDURE:
Cases of minor misconduct or unsatisfactory performance are usually best dealt with informally. An informal meeting or discussion with your supervisor will agree action required and aim to resolve issues quickly and confidentially. More serious issues or misconduct on your part during the course of your Campus Jobs duties will be dealt with in accordance with the University’s Student Disciplinary Procedure.

CONFIDENTIAL AND SENSITIVE INFORMATION:
In the course of your work at the University, you may have access to personal information and/or confidential documentation held by the University. The presence and content of all such items are not to be divulged to any individual, unless prior written authorisation has been obtained from a member of your senior management team.

You should never share data through email, always use Shared Drive and password protect documents. Never share sensitive or confidential information through social media and ensure that you check emails thoroughly before sending them, ensuring you mark them as ‘confidential’ where appropriate and always seek guidance from your Manager.
As an employee of Solent University, you have an obligation to comply with the University’s Data Protection Policy and Procedures, as well as the requirements of the Data Protection Act 2018. The University’s Data Protection Policy and Procedures are available on the University’s [website](#).

**PRIVACY NOTICE:**

Please refer to the Campus Jobs [Privacy Notice](#) on the Portal for information about how, what and why we hold your data in relation to Campus Jobs.

**LEAVING YOUR CAMPUS JOB:**

You may hand in your notice to end your role at any time during your contract. We ask that you give us one week’s notice to ensure we can cover your role when you leave. Before you leave we may also provide you with a LinkedIn recommendation but this is at the discretion of your Supervisor / Line Manager.

**AGREEMENT AND SIGNATURE:**

By signing below, I confirm that I understand, agree to and accept the offer letter, job responsibilities, terms and conditions offered.

Employee -  

Employer -  

………………………………………….  

………………………………………….

Dated -