

Job Pack

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](#)
- [Life Insurance Information](#)
- [Terms and Conditions](#)

OFFER LETTER

Campus Jobs
Solent Futures RM001
Solent University Services Ltd
East Park Terrace
Southampton
SO14 0YN

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 (Section 2)
2. Support from Solent Futures (Section 5b)
3. Printer use while working for Campus Jobs (Section 5e)
4. Important information if you are an international student (Section 5g)
5. Starting a new role - click [here](#) for support in starting you 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? Please be aware we have 5 campus jobs pay rates which are listed [below](#) which you have to adhere to!

Job Profile

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

Responsibilities:

About you:

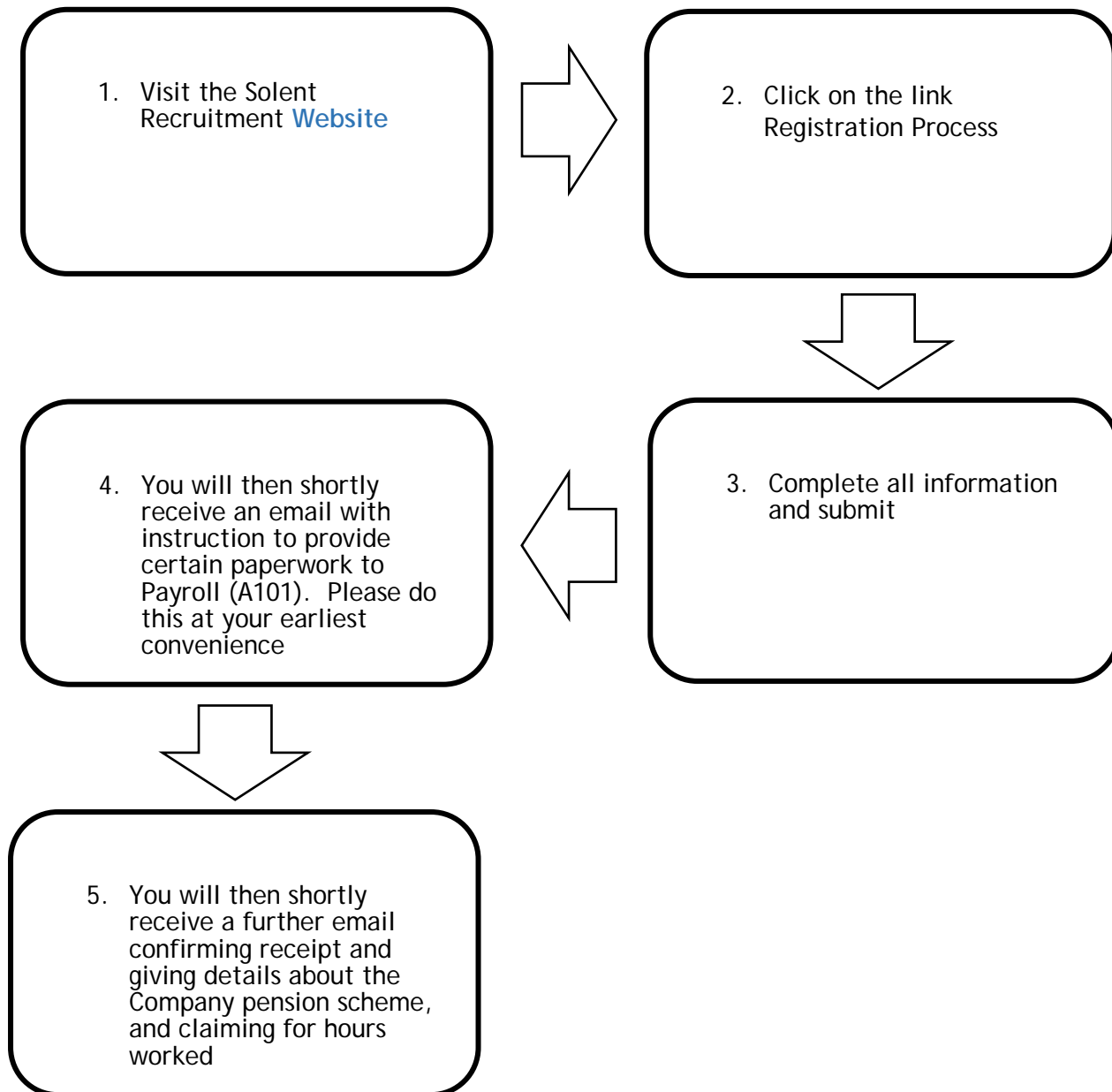
Benefits:

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!)

If you are interested in undertaking work for Campus Jobs or have already applied for a vacancy, you must register your details following the process outlined below.



Please note the process outlined above is for registering your details 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 registration process please contact Payroll on 023 8201 3315 or email payroll@solent.ac.uk.

SECTION 3: MONTHLY CLAIM FORM

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)

Full Name:		Date of Birth:
Pay No (if previously paid):	Student No (located on student card):	

Details of Work (Please see notes overleaf for guidance on completion)

For Completion by Student:

Week Ending	Brief Description/Piece of work e.g. 'Open Day Guide'	Mon Hrs	Tues Hrs	Wed Hrs	Thur Hrs	Fri Hrs	Sat Hrs	Sun Hrs	Total Hours
Grand Total:									

For Completion by Supervisor: Please select one of the below rates (as per Solent Futures guidance) and sign next to chosen rate

Supervisor Name:	
Hourly Rate (Please tick <u>one</u> of the 5 rates below)	Supervisor signature
£8.21 p/h	
£8.65 p/h	
£9.20 p/h	
£10.10 p/h	
£11.40 p/h	

Student Signature:	Date:
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School/Service Coding/Authorisation (*MUST BE COMPLETED*)

Cost Centre (code):	Project Code (if applicable):
Authoriser Name (print):	
Authorised Signature:	Date:

SECTION 4: GUIDANCE NOTES FOR COMPLETING CAMPUS JOBS CLAIM FORM

CLAIM FORM: Please complete the claim form CLEARLY and in pen. Your pay number MUST be quoted on your claim form (unless you are a new starter). 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. Your Pay slip will be available on [MyView](#).

DEADLINE: All claims must be received, correctly completed, in the Payroll Section by the Payroll deadline. Pay dates are at the end of each month, and available on [MyView](#).

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

AUTHORISATION: An Authorised Signature must sign your claim form for the School /Service you have worked for, and your 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.
If you are a Tier 4 student you must get your timesheet authorised by Solent Futures in RM001.

CONTRACTS: Payment can only be made if you are currently registered with Campus Jobs, and Payroll has received the necessary information.

STARTS: 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.

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 may be entitled through automatic enrolment to join the Solent Pension Plan. If this is the case, you will receive a letter from our Solent Pension Plan provider, Aviva, with more details, helpful advice and how to opt out of the scheme should you wish to.

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

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.

a) 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.

b) SOLENT FUTURES:

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, or if you're not able to pop in you can e-mail 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.

c) ELIGIBILITY:

You are eligible to work for Campus Jobs if you are a current student of 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.

d) PLACE(S) OF WORK:

Your place(s) of work will be determined by the relevant supervisor and will normally be within the University. Conditions, at all times, will conform to Health and Safety regulations as laid down by the University.

e) 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 and objectives of your role. Before you commence your role we also suggest you complete the Solent Futures Online programme 'Preparing for Work' which you can find [here](#).

f) PRINTER 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 your own use.

g) 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 your visa. Your relevant supervisor will determine your exact hours of work and the working period is 24 hours a day, seven days a week.

h) 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

i) LIFE ASSURANCE THROUGH AVIVA:

As an employee of Campus Jobs, you are now eligible for free Life Assurance through Aviva. This provides a death in service benefit of £7,800 to a chosen beneficiary on death whilst you are registered to work at Solent University. This form is on [MyView](#).

j) GETTING PAID:

The basic rate of pay has been set at £8.21 per hour by Solent University Services Ltd however, employing departments are recommended to link the pay to the nature of the job responsibilities. Below are examples of roles and the rates of pay related to the responsibilities associated with the job.

Student hourly rate	Comment and rationale
£8.21	Typically, roles require no experience and are limited to routine duties requiring limited or no training: <ul style="list-style-type: none"> • Routine IT skills. E.g. word or email • Practical activities like flyering, moving boxes, photocopying, putting packs together. • Tasks are directed, supervised and likely to be one off • Assisting with mailings (filling envelopes, photocopying) • Making routine arrangements and bookings • Preparing of straightforward materials
£8.65	Some independent work with a range of duties, processing of information and likely to require customer service skills <ul style="list-style-type: none"> • Administration duties, IT/ database skills • Cash handling, distributing information, stock rotation • Reception work like signposting visitors or customers • Representing Solent • Arrange refreshments • Making and receiving telephone calls, dealing with queries as they arise • Creating documents from a clear brief
£9.20	Work to cover specific short-term projects, which may include basic research and reports: <ul style="list-style-type: none"> • Health and safety understanding may be part of role • May require shift work, be over several weeks or months and/or be on a rota system • Conducting straightforward experiments, recording test results and reporting findings • Analysing basic data and producing summaries and reports • Composing routine letters and documents from a general brief • Conducting literature and database searches • Communication with range of stakeholders to ascertain and meet needs, overseeing rota's • Supporting others
£10.10	Independent work to cover specific pieces of short-term work, which may include research and progressing reports:

	<ul style="list-style-type: none"> • Extensive customer service activities, speaking and representing Solent at events, dealing with problems • Maybe required to carry-out limited supervisory activities and make straightforward decisions • Assisting with the activities of a particular research project, such as conducting experiments and fieldwork • Producing statistical and financial analysis • Maintaining departmental information and documentation • Maintaining website
£11.40	<p>Independent work requiring skills and experience:</p> <ul style="list-style-type: none"> • Session planning, delivery and evaluation • Operating specialist equipment • Providing and disseminating specialist knowledge and advice • Facilitation work requiring occupationally required skills, qualifications and training

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 the payroll deadlines are online on our Campus Jobs pages and MyView. Your Payslips are also available on MyView.

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.

k) 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.

l) PENSION SCHEME:

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.

m) 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.

n) 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.

o) 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 salary any sums due from you to the University, including overpayments, loans or advances made to you by the University.

p) 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.

q) COMPLAINTS PROCEDURE:

Any problem or complaint must be discussed with your relevant manager as soon as possible. If this cannot be resolved it should be dealt with in accordance with the [Student Complaints Procedure](#)

r) 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. If informal action does not bring about an improvement and for more serious issues, 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](#).

s) UNIFORM:

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 the assignment. Failure to do so may incur the full cost being deducted from your final payment.

t) 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](#).

u) TAX LIABILITY:

If you hold a current P45, please take this to the Payroll Office when you register [online](#) for payment through the 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.

v) 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.

w) 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 weeks' notice to ensure we can cover your role when you leave. Before you leave we will also provide you with a reference and a LinkedIn recommendation if applicable.

x) 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 -

Dated -