CASUAL WORKER
HOW TO COMPLETE THE REQUIREMENTS SCHEDULE
WHAT DOES A ROW IN THE RS REPRESENT?

The Requirements Schedule (RS) should contain a row for each worker engagement, which is a type of work for a period of time for a specific worker within a department.

The type of work is at the level of the eight work types used in the Pay8A, each of which covers multiple roles. Additional rows are not required for each role that a worker will be asked to undertake as long as they fall under the same work type. For example, a student engaged by a department as a teaching assistant may perform a variety of different roles (demonstration, marking, etc.) at different pay rates and still require a single row in the RS. If the same student was engaged to work on a research project, a second row would be required because the work type is different.

The department is at the level of the first two letters of the accounting cost centre (e.g. AE = Aeronautics). Additional rows are not required if the worker will submit timesheets against multiple cost centres. For example, if a student is working as a teaching assistant on multiple modules within a department, this can be covered by one row in the RS.
To help you better understand the level of detail required, the chart below explains how each field should be populated and what the information is used for.

**Work Requirements Tab**
*Primary source to capture the work requirement and the worker who will be performing the work.*

<table>
<thead>
<tr>
<th>Field</th>
<th>Purpose</th>
<th>What to enter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department</strong></td>
<td>The name of the department at the level of the first two characters of the cost centre. E.g. AE = Aeronautics. No further level of detail is required in the RS, i.e. You do not need a row for each cost centre that will appear in the Pay8B for this worker.</td>
<td>Used to identify the department in the consolidated view of all RS across the College, which the Casual Worker Team will compile. Side level detail is not required. No further level of detail is required in the RS.</td>
</tr>
<tr>
<td><strong>Authoriser</strong></td>
<td>Generally the person who would have previously done the worker setup for this worker/work type will now be the contact for the Casual Worker Team and their name should be entered here.</td>
<td>Used as a departmental contact for the Casual Worker Team if issues arise with the worker setup.</td>
</tr>
<tr>
<td><strong>Hiring Manager</strong></td>
<td>We may contact the Hiring Manager when necessary to clarify any additional information required.</td>
<td>In most cases, the person who enters the row in the RS will put their own name here.</td>
</tr>
<tr>
<td></td>
<td>Be aware that all hiring managers named in the row will be contacted by the Casual Worker Team if an issue arises.</td>
<td>In most cases, the person who enters the row in the RS will put their own name here.</td>
</tr>
</tbody>
</table>

*Example form response*  
*Engineering*  
*Name*  
*Name*  
*06/07/2020*  
*12*  
*Teaching Support*  
*1048050*  
*Y - already set-up*  
*John Smith*  
*Y - 20*  
*14/05/2023*  
*Not required*  
*01/07/2020*
<table>
<thead>
<tr>
<th>Field</th>
<th>Purpose</th>
<th>What to enter</th>
</tr>
</thead>
</table>
| Work Required             | Used by the Casual Worker Team to determine which Casual Hours Agreement (CHA) is issued to the worker on their first assignment, and which pension scheme the worker will be auto-enrolled in (USS, SAUL or NHS). For previously registered workers, the Casual Worker Team will use it to decide whether an additional CHA needs to be issued. For example, one CHA will cover all the types of work that a GTA or student demonstrator might undertake. A different CHA will be required for research. | Select from one of the following work types:  
• Teaching Support  
• Student Union - Operations  
• Campus Services - Operations  
• Professional consultancy  
• Academic Research  
• Administration Support & Library  
• Academic Teaching including Visiting Lecturers                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
<p>| Expected Week             | Forecast rows, before the worker has been assigned, will be used by the Casual Worker Team to plan their resources to meet demand (i.e. to ensure capacity to accommodate Right-to-Work checks and system setup). Whilst we understand it isn’t always possible to forecast, the ability to do so would be of significant benefit to the team in terms of planning for staffing. Once the worker has been entered on the row, the week commencing and estimated number of weeks together define the period of the engagement. (See the Estimated number of weeks work for a description of how they will be used.) | When entering your forecasted requirements, enter the anticipated week commencing. E.g. If you anticipate that 90 GTAs will be engaged at the start of term, in July you should add 90 rows with the same anticipated start week. When you assign a worker to a row that was previously forecast, you should enter the week you now expect them to start the engagement if it is different than the forecast. For ad hoc requirements, to register a casual worker and request a CHA, enter the week you anticipate the work to commence. (If you require a turnaround of a week or less from the Casual Worker Team, you should also contact them by email or phone.) |
| Commencing Date           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Purpose</th>
<th>What to enter</th>
</tr>
</thead>
</table>
| Estimated number of weeks work | Once the worker has been entered on the row, the week commencing and estimated number of weeks together define the period of the engagement. Together they are used for two purposes: 1. If it is the worker’s first engagement for the work type, both fields will go into the Casual Hours Agreement (CHA) that is sent to the worker. It is a legal requirement that we specify details of the first assignment in the CHA. 2. The Casual Worker Team will consolidate the engagements across College. Any workers with visa restrictions that are working in multiple departments during the same period will be contacted to remind them of the need to keep their total hours per week within the limits. | When entering your forecasted requirements, this field can be left blank or populated. This will depend on when the estimated number of weeks is known.  
When a worker is added to a forecast row, the estimated weeks must be populated.  
For ad hoc requirements, to register a casual worker and request a CHA, enter the number of weeks that you expect them to be available to work.  
It should reflect the expected length of the engagement. If there is uncertainty it is better to enter a period that turns out to be longer than actual. E.g. if you are hiring a GTA for the term and they may go on to support exams and then marking, put in the number of weeks from the start of their teaching support to the end of the marking period.  
The maximum number of weeks for one period of engagement is 26 (as specified by the solicitors). If the person will be engaged for longer than 26 weeks, add another row for a second period of engagement.  
If there will be known gaps of four weeks or more in the engagement, enter the length of the first period, then add another row for the second period with the relevant Week Commencing and Expected Number of Weeks. E.g. If the same worker will be engaged as a GTA over multiple terms, add a row for each term. |