Casual Pay process

1. Job offer is given to the student, who then accepts via the Tutorial Support Coordination webpage (TSC).

2. Students will access Letter of Understanding and Pay 8A form via TSC website once they have accepted the job offer.

3. Once both forms have been completed; The Pay 8A form is emailed to designated approver, subject of the email will include “PAY8A_CO_1718_(UG/MSc/PhD)_CID NUMBER_SURNAME_FIRST NAME”. Emails are as follows: Undergraduate students - doc-casual-payments-ug@imperial.ac.uk, MSc students - doc-casual-payments-msc@imperial.ac.uk, PhD students - doc-casual-payments-phd@imperial.ac.uk.

   Letter of Understanding will be printed out by the student and brought to the approver (Mrs. Rituparna Saha – UG, Dr. Tim Kimber – MSc, Dr. Amani El-Kholy – PhD).

   Student will also bring the proof of identity and a photocopy to the approver.

4. Approver will then:
   - Sign the Letter of Understanding and pass this onto Hassan Patel (Departmental Finance Officer) for filing.
   - Approve the Pay 8A form electronically.

5. Finally, student’s proof of identity will be signed by the approver, scanned into their personal emails and sent to Casual Pay along with the Pay 8A form (copying in Hassan) with the digital signature.

   Please could you put in the subject field “Casual Worker_STUDENT NAME_CID NUMBER_(UG/MSc/PhD)”. 