Casual Worker 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, Pay 8A form, Right to work checklist and Tier 4 student work form (if applicable) via TSC website once they have accepted the job offer.

3. Student will complete Letter of Understanding, Pay 8A form and Tier 4 student work form, and email to designated approver, subject of the email will include “Casual Worker_STUDENT NAME_CID NUMBER_(UG/MSc/PhD)”. Student will also email RTW evidence document scans (as per RTW checklist) to the designated approver. 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 RTW evidence document 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
   - Complete RTW checklist
   - Action Tier 4 student work form (if applicable)

5. The following should be submitted together to casualpay@imperial.ac.uk as a digitally authenticated email – and as a separate email for each casual worker:
   - Pay 8A
   - RTW Checklist
   - RTW evidence document scans
   - Tier 4 student work form (where applicable – i.e. all Tier 4 students)

The forms are available for downloading from the following web-links:

- Payroll forms (Pay8A, 8B, 8C)
- Right to work checklist
- Tier 4 student work form