*To be used only for people not on university payroll. Before completing any work, you* ***must*** *ensure that HR have received the following documents:*

* *a completed and approved* ***Permission to Recruit form;***
* *a completed* ***Data Collection Form;*** *and*
* *original copies of your* ***passport/ proof of right to work***

*Please ensure that this form is fully completed and signed by both claimant and authorising manager before passing to HR. Incomplete/unauthorised forms will not be processed.* ***Forms received by the last day of the month will usually be paid at the end of the following month.***

Please complete electronically. All fields are expandable if required

|  |  |
| --- | --- |
| Full name: | |
| Job title: | Line Manager: |

Week 1 - hours worked week beginning Monday       *(insert date)*

|  |  |  |  |
| --- | --- | --- | --- |
| Monday | From       to | From       to |  |
| Tuesday | From       to | From       to |  |
| Wednesday | From       to | From       to |  |
| Thursday | From       to | From       to |  |
| Friday | From       to | From       to |  |
| Total hours in week: | | |  |

Week 2 - hours worked week beginning Monday       *(insert date)*

|  |  |  |  |
| --- | --- | --- | --- |
| Monday | From       to | From       to |  |
| Tuesday | From       to | From       to |  |
| Wednesday | From       to | From       to |  |
| Thursday | From       to | From       to |  |
| Friday | From       to | From       to |  |
| Total hours in week: | | |  |

Week 3 - hours worked week beginning Monday       *(insert date)*

|  |  |  |  |
| --- | --- | --- | --- |
| Monday | From       to | From       to |  |
| Tuesday | From       to | From       to |  |
| Wednesday | From       to | From       to |  |
| Thursday | From       to | From       to |  |
| Friday | From       to | From       to |  |
| Total hours in week: | | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week 4 - hours worked week beginning Monday       *(insert date)*   |  |  |  |  | | --- | --- | --- | --- | | Monday | From       to | From       to |  | | Tuesday | From       to | From       to |  | | Wednesday | From       to | From       to |  | | Thursday | From       to | From       to |  | | Friday | From       to | From       to |  | | Total hours in week: | | |  |   Tick here if you are not a student AND you don’t have a P45 from your last employer: you need to complete a P46/ HMRC STARTER CHECKLIST |
| Please print the form then sign and date it to the right of the arrow. Pass the form to your line manager for authorisation. |
| **\*GL cost centre or PR project account number (including activity, source of fund and chargeable task number) to be charged:**  **\*Hourly rate:** |
| **Authorisation signature and date** |

***Casual workers cannot be engaged for more than 12 weeks****. If the work require will take longer than 12 weeks, please contact* [*hr@phc.ox.ac.uk*](mailto:hr@phc.ox.ac.uk) *to discuss employment options.*