*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* *to discuss employment options.*