

Completing a Casual Academic Claim Form

1. Purpose

The purpose of this document is to create a better understanding of how the process for claiming for casual academic work is completed.

2. How to set up a contract

Before the individual commences their work, the department (Head of School /Administrative department) must set up a contract for the work by completing a 'Casual Academics Appointment Form' which is sent to the HR department. Payment will be withheld if the relevant contract is not in place for the individual's work. Please refer to the section on the HR page of the Staff Intranet – Staff Recruitment – Casual Employees.

3. How to complete the claim form

The claim form should be completed as follows:

- Name of Academic
- Title
- Postal Address
- Employee Number (if known)
- National Insurance number
- Dates worked
- Indicate hours to be claimed under appropriate column Teaching or Support (marking)
- Details of work
- Signature (electronic if necessary)
- Date (form completed)
- Line Manager (who engaged the services)
- Department (who engaged the services)

If any of the above information is missing, payment may not be processed and the claim will be sent back to the engaging department for completion.

4. Tax and National Insurance

The University runs a pay as you earn scheme, therefore tax and national insurance will be deducted according to current HMRC regulations.

5. Authorisation

The claim should be forwarded to the relevant department for the line manager/engager to sign to say work has been completed, then authorisation is required from the budget holder or their recognised deputy. An authorised signatory form must be completed and returned to Finance before a signature can be accepted. These forms can be scanned and emailed to [Salary Claims](#).

6. Department responsibility

- Check the form is fully completed and all the details are correct.
- Claims can only be submitted for completed work.
- Signed by authorised signatory, e.g. Head of Department/School.
- Date the form was authorised.
- 10 digit expenditure code that consists of cost centre, detail code and VAT element, e.g. 1 XXXX (Cost Centre) 4120 (Detail Code) 0.
- Casual Academics are **NOT** permitted to claim travelling expenses.
- Submit the completed claim form to the [Payroll](#) department on or before the payroll deadline date. A list of deadline dates can be found on the [Finance section](#) of the website.

7. Payment

Casual Academics are paid on a monthly basis via BACS on submission of the correct, completed authorised form. A payslip will be provided.