UniWorkforce Manager FAQ’s

What is changing?

- UniWorkforce is the new name for the team that deal with casual work in the University. This includes temporary work and what was known as fees/casual.
- Anyone who wants to work for the University on a temporary or casual basis must have a CASUAL WORKER PERMIT. A worker cannot commence work without registering with UniWorkforce and being issued with a Casual Worker Permit. If anyone works without a Casual Worker Permit, this will be viewed as voluntary and they will not get paid for this work.
- The hiring manager, must see the casual worker permit before offering work as proof that the individual has the right to work in the UK and has undergone the necessary checks. The casual worker permit will also show any restrictions to working hours the individual may have.
- Annual leave will be paid on top of the hourly rate for all temporary / casual workers and will no longer be accrued.
- A new timesheet has been designed and this will be available on-line. This replaces the current timesheet for temporary workers and the fees requisition claim form for fees/casual workers.
- An online staff request form must be filled out using the e-recruit system by the hiring manager. This replaces the HR8 for temporary workers and the managers section on the Registration for Fees/Casual work.

General Information

1. What types of roles does this process apply to?
   The process applies to all temporary and casual work assignments within the university. This includes, but is not limited to:
   - Student Ambassador helping with Open Days and Campus Tours
   - Student Demonstrators who are gaining teaching experience and fieldwork assignments
   - Research Assistance
   - Administrative support functions
   - Sports facilities
   - Catering and cleaning services
   - On-site Nursery
   - Excel Internship Programme
   - Exam Invigilator
   - Individuals who do not meet the IR35 criteria

2. Why is this process mandatory?
   It is a criminal offence to engage a worker who does not have the right to work in the UK. The law requires us to verify all workers’ right to work in the UK before they start work, by checking and retaining copies of certain documents. This requirement applies to ALL workers, irrespective of their nationality and the type or length of the engagement.

3. I only need a casual worker for a few days. Why is it necessary to follow this process?
   The law applies to all workers, irrespective of the length of the engagement.
4. I have not had to use the eRecruit system before for using a fees/casual worker. Why do I need to do it now?
   You currently complete a “Registration for Fees/Casual” form which is paper and needs details of assignment, person and authorisation, the new form replaces this and is on-line to save time and paper. The automation of the processes will ensure an improved service to the business as well as the individual workers.
   https://www.southampton.ac.uk/hr/services/resourcelink-access-form/request.page

5. I have never needed to use the eRecruit system before. Where do I begin?
   A comprehensive user guide is available on eRecruit, plus some videos on our website to help walk you through the form.

6. How do I get access to eRecruit (Stonefish) recruitment system?
   It’s easy visit our webpage https://www.southampton.ac.uk/hr/services/resourcelink-access-form/index.page and follow the link.

7. What’s the approval chain for the casual worker request form?
   Faculty based casual worker requests:

   ![Diagram of approval chain]

   Professional Services based casual worker requests

   ![Diagram of approval chain]

8. My casual worker request has been authorised as above but the system says it’s with HR. Is this holding it up?
   No once the online casual worker request reaches HR (UniWorkforce) this is then being actioned. UniWorkforce will not close the job down until the post is filled or your workers have all registered.

9. What if I need to recruit a large number of workers – for instance to help with an open day?
   You can request up to 30 casual workers on one request form. This can be 30 of the same type of person e.g. student helper at an open day or a mixture of different types of work. Just ensure that anyone without a current Casual Worker Permit who registers for your work with UniWorkforce provides the job request ID number (XXX-XX). This enables UniWorkforce to match the worker to your request.
10. Can I use someone who I know can work legally but hasn’t got a Casual worker Permit?
No you cannot. By law everyone who works for the University must have a right to work in the UK check completed by the University before any work can be carried out. If you use someone without seeing the casual worker permit you cannot be sure they have had the required checks completed. Therefore will be classified as volunteering and will not be paid. Seeing the casual worker permit is the only way you can guarantee your worker has completed the legal checks.
Remember No Permit, No Work, No Pay.

11. I have someone I want to offer work to but they do not have a casual worker permit what do I do?
If your named worker does not have a casual worker permit ask them to complete the UniWorkforce registration form. You will need to give them the unique job request ID number (XXXX-XX) from the on-line staff request form, which they put on the registration form. They must then bring the registration forms along with their passport and BRP/Visa (if applicable) to UniWorkforce. Once all the checks are in place they will be emailed to say they can start the assignment and this will be copied to you as hiring manager to say they are ready to work. They cannot start work with you until they have fully registered with UniWorkforce.
Remember No Permit, No Work, No Pay.

12. How long does a Casual Worker Permit last for?
This will depend on the person’s right to work check. For a UK/EU citizen there can be no end date. Anyone on a Visa will have an end date of 15 month or their visa end date, whichever is sooner. Students may have the end of their course as an end date. Some workers will have the end date of their assignment entered on their payroll record which will be reflected on the Casual Worker Permit.

13. How quickly will a casual worker be issued a permit when registering?
When the casual worker registers with UniWorkforce they will be issued with their causal worker permit at that time. The permit will not have the pay reference number on it as this is generated when they are set up in the HR system. The worker and the hiring manager will be emailed once the worker is set up on the system and their payroll number given to them.

14. How quickly will a casual worker be set up on the system and given their payroll/casual worker permit number?
We try to set workers up on the HR system as quickly as we can normally this is within 2 weeks of registration. At times of peak registrations (i.e.) October this can take longer (up to 4 weeks in some cases). If you have seen the casual worker permit the individual can carry out the work, however they must be set up on the system to be paid.

15. How do I check Tier 4 student workers don’t exceed their weekly hour limitation?
You will know if a worker is a Tier 4 student because you will have seen their Casual Worker Permit detailing any limitations. When they email you their timesheet for authorisation, check they have selected the correct Visa status and declared all hours they have worked (not just the hours you are paying them for), you also need to ensure they have not exceed their limit. If the hours exceed the limit send the timesheet immediately to UniWorkforce@soton.ac.uk for them to follow up.
16. Does this apply to Postgraduate students who deliver teaching and demonstrating?
Yes it does apply as they are workers and being paid through the payroll on a casual basis. The same rules apply to them and so they must be fully registered and in possession of a casual worker permit before they can commence any work. It is vital that you ensure you are aware of any Tier 4 visa holders as they will have limitations on the number of hours they can work in one week.

17. I often recruit casual workers on behalf of someone else or another faculty, can I still do this?
Yes using the eRecruit system (Stonefish), select Casual Worker Request and simply ensure that you select the drop downs on the form for the relevant faculty/PSG, division and section, this ensures that workflows for the authorisation is correct. You can then manage any requests you have made through eRecruit. You will not be able to see other people’s requests.

18. Our workers are not based on Highfield so how can we carry out the right to work check?
Where workers cannot come to Highfield to complete the registration due to working at a different location then you can complete the right to work checks yourself (see guidance https://www.southampton.ac.uk/hr/services/right-to-work/index.page). You must ensure a copy of the original passport or documentation is taken and verify it, stating that the original documentation has been seen and certifying that this is a copy of the original with your name, signature and date. This can be attached to the on-line staff request or sent to UniWorkforce together with the registration form to set your worker up on the system and issue a Casual Worker Permit.

19. Our workers are not based on Highfield and so cannot come and collect their casual work permit.
In these cases we are able to either post the casual worker permit to the workers home address or to the office where they work. In these instances please speak to UniWorkforce who will make the necessary arrangements.