**International working questionnaire**

In order to comply with University of Manchester regulations and procedures, this should be completed by the line manager in conjunction with the relevant People & OD Partner and the employee regarding the employee’s University of Manchester assignment only.

**Please ensure all questions / boxes are completed so this can be dealt with in a timely manner**

1. Please provide details of the individual or the details of the roIe if it is a new position to be advertised

Name

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Department

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Job title

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Nationality

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UK social security number and University staff number (if applicable)

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Which country does individual currently reside in? If resident in this country for less than 4 years, please provide residency details for the last 4 years

* If individual has social security numbers in these countries, please provide details

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1. Dates and details of the assignment

Please specify the start and end dates of the assignment:

Start date

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End date (if applicable)

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Please give details of the type of assignment including the following:

* Will the overseas assignment be continuous?
* Is this a secondment or fixed term?
* Will the assignment consist of several trips overseas?
* Will the individual’s time be split between the UK and overseas?
* Will the individual be accompanied by a spouse / children / partner?

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1. In which country or countries will the individual be undertaking work? If multiple countries, please give a breakdown of proportional time in each country [split of days or %]. Include any UK work days for each year

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1. In which country will the individual be residing, if different to the above?

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1. Is the individual required or expected to return to the UK at the end of the assignment? If so, on what date are they due to return to the University?

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1. Will the individual continue to work for and be paid by the University of Manchester during this time? Will they receive any funds from overseas or non-UK employment?

* Will the individual be working for both the University and another employer during the period overseas?
* Will there be a recharge of the costs between the foreign entity and the University?

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1. What is the funding source(s) for the position and the travel overseas? For example UoM or EU

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1. If working for an overseas institution, what status will the individual have with the overseas institution, for example, employee, honorary staff, visitor, secondment etc?

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1. What duties will the individual be undertaking for the University overseas - please give a brief outline and include the following:

* Include activity type such as research, teaching, training etc
* Is the individual able to sign contracts on behalf of the University?
* Is the individual carrying out activities for the benefit of a third party such as a research body or company?
* Who instructs the individual and where do they report to?
* Is the activity likely to generate income? Is there likely to be a surplus (profit) made on the activity?
* Where is the activity carried out, for example a rented office or home address?

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1. In which country will the individual receive their salary? For example, into a UK or non UK bank account

* Is all remuneration paid via payroll from the University?
* Has the individual reported their employment income on their tax return in their home country?
* Will any additional benefits be provided such as living allowances or accommodation? If so, please list the benefit to be provided and the name of the entity that will provide them/ bear the cost
* If accommodation is provided, is the rental lease between the landlord and the University or the individual? What is the length of the lease period?

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1. Is there a work visa or permit in place for the individual during their time overseas and what is the visa validity period? What type of visa it is?

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1. Does the employee want to stay in the USS pension scheme if permitted by the scheme rules?

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1. Does this assignment have Dean (for Faculty assignments) or Registrar (for PSS assignments) approval?

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1. Has a risk assessment been carried out and submitted to the local People & OD partner?

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1. Which activity code should be used for any external professional fees incurred relating to this assignment (not P or R codes)?

Signed

Line / recruiting manager

Signed

People & OD partner