

SCHOOL OF SOCIAL SCIENCES RECRUITING CASUAL STAFF

If you wish to employ somebody short term (up to 13 weeks) you may do so without going through the full recruitment process. However, there are still a number of steps which must be taken.

IMPORTANT:

1. Before beginning the casual appointment process:

You must ensure that the person you wish to appoint has the right to work in the UK.

2. Informal/verbal payment agreements must not be made with casual employees. Please follow the process below, allowing sufficient time before you need the casual member of staff to start work (approx. 6-8 weeks). You must not submit forms retrospectively for work already carried out.

Process

Approval

- Prepare a brief Job Description.
- •Identify the person you would like to employ on a casual basis and ensure that you have their email address.
- •Complete a CAS1 Form and sign it as the Appointing Manager. (If you are unsure of the 'Hourly Rate', leave this blank and HR will advise). Please consider if your proposed appointment is affordable remember that Employers' National Insurance, Holiday Pay and the Employers's Apprenticeship Levy will also be charged on top of the hourly rate that you are paying.
- •Send your completed CAS1 Form, brief job desciption and email contact details of the person you wish to employ to the School Resources Officer.
- •School Resources Officer will log and submit CAS1 Form to HR Services for approval and it will then be signed-off at School level.



- •Once approved, the School Resources Officer will prepare the appointment letter, CAS2, CAS3, CAS4, New Starter Form and send these to the casual employee.
- Casual employee must take all signed documentation, passport and proof of eligibility to work to HR Services. This must be done prior to starting work or the employee will not be set up on the payment system by HR. (NB: If the casual appointee is already 'live' on the Casual system, they do not need to provide a CAS3, or passport/eligibility).

Postappointment

- Appointing manager approves the hours claimed.
- Casual employee completes CAS4 each month, <u>clearly noting the hours worked on each specific date</u> and sends this to SoSSDepartmental-Finance@manchester.ac.uk
- •Departmental administrator logs the hours with HR Services who arrange payment.



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Salary & Length of Appointment

Which spinepoint will the casual member of staff be appointed to?

Casual members of staff are appointed to the first spine point within the salary grade. If you are unsure of what 'Hourly Rate' the employee should be paid according to the job description, please leave this blank on the CAS1 form and HR Services will advise on the correct hourly rate of pay for the work being undertaken. As a guide:

Grade 4—Spine Point 18—Administrative Assistant—£13.28/hr*
Grade 5—Spine Point 23—Research Assistant—£15.34/hr*
Grade 6—Spine Point 29—research Associate—£18.30/hr*
(*2021-22 payscale)

The University Casual Pay Scale can be found at https://documents.manchester.ac.uk/Doculnfo.aspx?
DocID=25977

How long can a casual member of staff be appointed for?

Casual staff are employed on the basis that they are working sporadic hours over their period of employment and are not doing fixed hours each day. It is possible to appoint a casual member of staff for up to 13 weeks. In the event that the casual member of staff is working substantially less than full time hours, this *may* be extended at the discretion of HR Services.

N.B. Casual staff must not work past the date of expiry of their casual appointment contract. If timesheets are submitted containing any dates that are outside of the contracted dates of employment, the casual employee may not be paid for these hours.

Key Information:

- Allow a good period of time before you need the casual member of staff to commence working.
 (approx. 6-8 weeks)
- Please provide a Job Description at the outset and contact details for the employee.
- It is the casual member of staff's responsibility to provide details of hours worked to their Departmental Administrator each month by the pay deadline date provided to them.