**Overseas Worker Confirmation of Details Form OW2**

This form provides a summary of the key information concerning the member of staff who will be working overseas.

To be completed by the manager in conjunction with the relevant People & OD Partner (see: <https://www.staffnet.manchester.ac.uk/people-and-od/aboutpeopleod/contact-us/people-partners/>) and the employee. Copies must be retained by all parties and a copy sent to People & OD Operations ([people-od.operations@manchester.ac.uk](mailto:people-od.operations@manchester.ac.uk)) with the PCM and New Appointment Form.

**PLEASE NOTE THAT IF ANY OF THE INFORMATION BELOW CHANGES PEOPLE & OD OPERATIONS MUST BE INFORMED IMMEDIATELY BY EITHER THE EMPLOYEE, THE MANAGER OR THE PEOPLE & OD PARTNER - AS IT MAY IMPACT THE TAX AND NATIONAL INSURANCE LIABILITIES FOR THE UNIVERSITY AND THE EMPLOYEE.**

|  |  |
| --- | --- |
| **Key facts in relation to Employee:** | [NAME] |

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| --- | --- | --- |
|  | **Commencement Date:** |  |
|  | **Proposed Termination Date:** |  |
|  | **Visa Status:** |  |
|  | **Contracted Hours with University**  *Will employee perform all of their contracted hours in UK? If not, specify the arrangement.* |  |
|  | **Which country/countries will the employee be working in during the course of their employment with the University?** |  |
|  | **In relation to answer 5, please specify the periods when the Employee will be working in the said country/countries.** |  |
|  | **In relation to answers 5 and 6, please specify where the employee will be resident/living during the periods described above.** |  |
|  | **Basic Salary** |  |
|  | **Expenses** |  |
|  | **Membership of Pension Scheme?** |  |
|  | **Certificate of Exemption in relation to Social Security?** |  |
|  | **Which tax system applies?** |  |