



Guidance notes on the registration and payment arrangements for the provision of teaching assistance by postgraduate students

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- 1.1. These arrangements apply to postgraduate students who provide demonstrating and tutorial assistance and teaching assistance. In addition to these guidelines, further information is contained in the 'Code of practice for postgraduate students engaged in teaching' available at http://hr.leeds.ac.uk/info/64/engaging_postgraduate_students/183/postgraduate_teaching_assistance
- 1.2. From October 2006 changes have been made to the registration and payment arrangements for postgraduate students providing teaching assistance. These include:
 - Registration for a period of up to three years
 - Payment will be made on a monthly basis

2. Should the position be advertised?

- 2.1. Before any position is advertised approval must be sought from the Dean of Faculty/Head of School/Service (in some areas approval may also be required from the Faculty Finance Manager). These vacancies may be advertised locally on staff notice boards etc, within Faculties/Schools/Services. However, it is important that Faculties/Schools/Services remain alert to equality and diversity issues by ensuring that all other related procedures are adhered to e.g. producing job descriptions and person specifications, shortlisting, interviewing, monitoring data etc.
- 2.2. Generic job descriptions for Demonstrators, Tutorial Assistants and Seminar Tutors are available at http://hr.leeds.ac.uk/info/64/engaging_postgraduate_students/183/postgraduate_teaching_assistance

3. Are postgraduate students who provide teaching assistance University employees?

Postgraduate students who provide teaching assistance are contracted to the University to provide a service and are engaged on the basis that they are not employees.

4. Which registration form should be completed?

- 4.1. Postgraduate students who are providing teaching assistance must complete one of the following registration forms:
 - Form DTA 01 – Provision of Demonstrating and Tutorial Assistance
 - Form TAS 03 – Provision of Teaching Assistance by Students
- 4.2. Completed registration forms should be signed by the Dean of Faculty/Head of School/Service (or formal nominee). Once signed, it forms a formal agreement between the individual and the University. It is, therefore, important that the information stated on the registration form e.g. dates and rate of pay is correct.
- 4.3. A summary of the relevant employment/registration forms available for completion for teaching assistance can be found in Appendix I attached to these guidelines.
- 4.4. These forms are available from Human Resources.

5. How long can a postgraduate student be registered to undertake teaching assistance?

5.1. Demonstrating and Tutorial Assistance

- 5.1.1. Postgraduate students providing demonstrating and tutorial assistance may register for an initial period of up to three years. If they continue to provide these duties beyond the three years, they will be required to re-register.

5.2. Teaching Assistance

- 5.2.1. Postgraduate students providing teaching assistance should only register for the periods teaching has been allocated. New registration forms should be completed for each period of teaching they undertake.
- 5.2.2. Before any extension is agreed, approval must be obtained from the Dean of Faculty/Head of School/Service (in some areas approval may also be required from the Faculty Finance Manager).

6. Is there a standard rate of pay?

- 6.1. The University has standard rates of pay for teaching assistance. The rate payable is dependent on the qualification of the student e.g. postgraduate/postdoctoral and the duties that they undertake.

6.2. Rates of pay include:-

- contact time;
- preparation and assessment.

6.3. Rates of pay do not include:-

- attendance at departmental meetings;
- attendance at SDDU courses.

- 6.4. Rates of pay are reviewed annually and increased at the beginning of each session. Current rates of pay and the grading criteria is available at http://hr.leeds.ac.uk/salary_scale

7. Are payments made subject to the deduction of income tax and national insurance contributions?

Where the level of payment made to an individual is more than the income tax and national insurance contribution threshold, the University is obliged to make such deductions.

8. Do postgraduate students receive payment for attending SDDU training courses or departmental meetings?

Where it is a requirement to attend SDDU courses or departmental meetings it is recommended that recompense is made at the rate of 50% of the normal hourly rate of pay.

9. What documentation is required?

- 9.1. To avoid any delay in the processing of payments for work undertaken, it is important that under the Asylum and Immigration Act 1996 the University has documentary evidence from individuals to confirm that they have the right to remain in the UK and take paid employment. If not all ready provided, acceptable documents include:-
- For UK/EEA students a current passport
 - For non UK/EEA students a passport together with a copy of the current visa or immigration stamp giving leave to remain in the UK
- 9.2. Documentary proof of the right to work is required under Section 8 of the Asylum and Immigration Act 1996. It is a criminal offence to make payments to someone who has no right to work in the UK. Failure to comply with the legislation may result in the University being fined up to £5,000. It is, therefore, important to note that HR is unable to process any payment without having these documents.
- 9.3. To confirm that individuals are the rightful holders of the documents submitted, it is important that checks are made to ensure that:-
- Any photographs are consistent with the appearance of the potential employee.
 - The dates of birth listed are consistent with the appearance of the potential employee.
 - That any expiry dates have not passed.
 - That any UK government stamps or endorsements permit the potential employee to do the type of work being offered.

10. What happens if a visa expires during the registration period?

- 10.1. As stated above, it is a criminal offence to make payments to someone who has no legal right to work in the UK. It is the responsibility of the individual student to apply to the Home Office for an extension to their visa.
- 10.2. Human Resources will send regular reports to departmental administrators to inform them of those individuals whose visa is due to expire. It is important that these are closely monitored and updated visas are forwarded to HR.

11. Do postgraduate students need a national insurance number?

- 11.1. If they do not already have a national insurance number, it is important that they obtain one. A national insurance number is a personal number used:-
- to record a person's NI contributions and credited contributions
 - when claiming social security benefits

11.2. An application for a national insurance number can be made at:

Leeds Eastgate Jobcentre
35 Eastgate
Leeds
LS2 7RE
Tele: 0113 2155000

Further information about obtaining a national insurance number can be found at www.dwp.gov.uk/lifeevent/benefits/ni_number.asp.

11.3. National insurance numbers should be forwarded to the payroll office.

12. Should completed bank authorisation forms and form P46 be completed?

It is not necessary to complete and submit these documents with registration forms. If these forms are required the Payroll Office will notify individuals. Please note, the Payroll Office no longer accept form P38s as these are no longer used by the University.

13. What if an individual's bank details have changed?

If an individual's bank details have changed they should contact the payroll office.

14. Who is authorised to sign registration forms and timesheets etc?

Due to audit requirements Human Resources and the Payroll Office can only accept registration forms and timesheets signed by an authorised person. For this purpose copies of authorised signatures are held in Human Resources and Payroll.

15. Payroll deadlines

Completed registration forms and, where applicable, the requested documents must be returned to Human Resources by the 'departmental deadline' for month end staff and not the deadline for Human Resources or Payroll. Registration forms received after the departmental payroll deadline will normally be processed the following month. Where Registration forms are processed the following month a higher rate of National Insurance contributions may be suffered by students and the University. It is, therefore, important that Schools/Services provide information promptly and that students are made aware of the risks. Details of payroll deadlines are available at www.leeds.ac.uk/finance/restricted/keydates.php.

16. How will payment be made?

16.1. Demonstrating and tutorial assistance

16.1.1. Demonstrating and tutorial assistance will be paid on a timesheet basis. Timesheets will be automatically generated from SAP on a monthly basis by the payroll office and forwarded to departmental administrators. Information provided on the timesheets will include Personnel ID Number, name, position, hourly rate of pay and the period covered. Individuals whose name is not included should be added, but only in cases where a completed registration form has been forwarded to Human Resources. Where completed timesheets are not returned to the Payroll Office by the deadline date, payment will be made the following month.

16.1.2. Payment for the hours worked will be made month-end by credit transfer into a nominated bank or building society account.

16.1.3. Hours noted on timesheets will not be processed unless a completed registration form has been passed to Human Resources.

16.2. Teaching Assistance

16.2.1. Teaching assistance will be paid on an hourly basis, but payment will be made in equal instalments for the period they are registered for example:-

Example 1: Working one semester

Example 1 shows someone engaged during Semester 1 only. Payment would be made in 3 equal instalments in October, November and December.

TAS 03

Start Date	End Date	Hourly rate of Pay	Hours per week	Number of weeks to be worked	Total Fee to be Paid	Cost Object	Module Code
26/09/08	16/12/08	£26.60	2	11	£541.20	0000000 0	ABCD12 34

Example 2: Working during both semesters

Example 2 shows someone who is engaged for both semesters. Although individuals will have a break from teaching during December/January the payment is spread equally over 8 instalments from October to May.

Form TAS 03

Start Date	End Date	Hourly rate of Pay	Hours per week	Number of weeks to be worked	Total Fee to be Paid	Cost Object	Module Code
26/09/08	19/05/07	£26.60	3	22	£1623.60	0000000 0	ABCD12 34

Paid £202.95 for 8 months from October to May

16.3. Payment will be paid month-end by credit transfer into a nominated bank or building society account.

17. How will payment be made for work done elsewhere in the University?

Payment for any work carried out will be paid on a monthly basis.

18. Who should be notified of a change of address?

Changes of address should be updated on SAP by a nominated SAP administrator in departments.

19. Are individuals entitled to the payment of sickness or holidays?

As individuals carrying out these duties are not employees of the University they are not eligible for the payment of sickness or holidays.

20. Who should be notified if a postgraduate student ceases to provide teaching assistance?

Human Resources should be notified as soon as it is known that an individual is no longer providing these duties. For this purpose Form DTA 02 'Notification of Postgraduate Students no longer providing Teaching Assistance' should be completed. A hard copy will be sent each month with timesheets for completion. Alternatively, an electronic copy is available from the Human Resources website at www.leeds.ac.uk/hr/policy/forms.htm. The completed form should be returned to the Human Resources Assistant in central HR who is responsible for your area. It is important that Human Resources are notified about such

cases so that the records can be deleted from SAP, and individuals are not counted in any statutory returns e.g. HESA.

21. Are there any restrictions in the number of hours postgraduate students are permitted to work?

Full time registered postgraduate students are restricted to working a maximum of 250 hours per session. The duties that they undertake should only be related to their studies for example, demonstrating, tutorial assistance, invigilation and supervision of computer facilities. Hours worked by postgraduate students are monitored by the Research Degrees Office and regularly reported to the Graduate Research Board.

22. Who should I contact if I have a query?

Any queries relating to timesheets, Income Tax and National Insurance contributions should be directed to the Payroll Office on extension 34137. Other queries should be directed to the Human Resources Assistant responsible for your Faculty/School/Service. If anyone is new to the administration of these arrangements, please contact your Human Resources Assistant who will be happy to provide the necessary training.