

**GUIDANCE FOR MAKING HOURLY PAID STAFF/SESSIONAL APPOINTMENTS**

**HOURLY PAID STAFF**

Hourly paid staff should only be employed to cover for temporary staff absence, temporary increase in workload, or for other temporary occasions. For longer term occurrences, a fractional contract should be used. Please contact your Business Partner to discuss this further.

Hourly paid staff should be recruited following the standard LJMU recruitment procedure and the relevant paperwork should be sent to People and Organisational Development before the work commences. This should be submitted with the relevant post approval form which must be approved by the Director, the Dean and SRMG. Requests for additional hours can be submitted at a later date following further approval.

There are 2 forms for hourly paid staff:

* *Additional Hours Form.* Any hourly paid staff who are already on the system (ie have worked here before as a sessional or other contracted staff) should complete this form.
* *New Hourly Paid Staff Application Form.* Anyone who has not worked here before must complete this form. The individual should come to the People and Organisational Development Department with documents that would satisfy the proof of entitlement to work in the UK, as determined by the Home Office, which are detailed below.

Proof of entitlement to work might include:

* EC Passport
* Visa (indicating authorisation to work in the UK)
* Letter from the Home Office confirming their status in the UK
* Student visa (students are entitled to work a max of 20 hours per week)

**If the appropriate proof of entitlement to work in the UK is not received, then this will delay the hourly paid member of staff being processed and paid.**

The last page of the “*New Hourly Paid Staff Application Form”* or the whole “*Additional Hours Form*” should be completed by the person responsible for recruiting the hourly paid member of staff. This should then be forwarded to the appropriate Director for authorisation and post approval to be attached.

All the details requested are needed, incomplete forms delay the payment to the hourly paid member of staff as the forms will be returned to schools for completion.

**IT Access/ Contract dates**

Staff IT access is linked to the sessional contract dates as detailed on the completed paperwork. Please note IT access is automatically provided for a further 8 weeks after the contract end date.

Once hourly paid contracts have been processed they cannot be amended or extended. If not all contracted hours are completed at the end of the stated period, please contact the People and Organisational Development Co-ordinators for further advice.

Hourly paid staff will NOT be given temporary access to cover gaps in their employment.

Barcodes for new hourly paid starters will now be emailed to Line Managers as soon as they are entered onto the system. The barcode will enable the individual to get LJMU IT access and an ID card.

Access for individuals, who have done work in the past, should automatically be re-instated from the date when the new contract starts. If a member of staff is experiencing problems with access to the systems and queries this with you, you should check Staff Infobase in the first instance. If the contract has been processed the individual needs to contact the Planning and Information Helpdesk on 5555.

**Checking if contracts have been processed**

The Line Manager of the hourly paid member of staff can check via Staff Infobase whether a contract has been processed by People and Organisational Development.

This can be done by following the steps below: -

* Click Manager Self Service in Staff Infobase.
* Click Personal Information.
* Click Details for the relevant member of staff.
* This page will show the current contracts for that individual. The system will only show the start date of the contract and will not detail the number of hours.

This should be done in the first instance before contacting People and Organisational Development.

* **SESSIONAL TEACHING**

The standard sessional rate of pay will be starting on the bottom point of Grade 7, using the JNCHES multiplier detailed below. This has been evaluated under HERA specifically for teaching and therefore ***must not be used for any other type of work***. The contracts issued for the sessional rate of pay also specifically refer to teaching and teaching hours and as a result are also automatically entered into the Teachers Pension Scheme.

Please note when an hourly rate of pay for sessional staff is referred to, this includes payment for teaching, all work done in connection with scheduled teaching (preparation; setting & marking of projects, assignments & examinations; supervision of examinations; the provision of data, reports & course related material and a payment for accrued annual leave). The current multiplier is 1.5 additional hours paid for every hour’s teaching. This formula used is based on JNCHES guidance. ***You should therefore be providing details of the teaching hours only and NOT the hours to be worked as this is incorporated into the hourly rate.***

* **Full and part time academics**

Full and part time academics on a grade 8 or above can no-longer be paid for sessional hours. Over-contracted teaching hours will be paid as overtime. For full time staff, overtime is to be paid in exceptional circumstances and is paid at the top of Grade 7 at time and half. For part time staff they will be paid at their *normal hourly rate* at single time until they reach 35 hours when the same rules as for full time staff will apply. Overtime must be completed on the overtime form which will subsequently be forwarded to Julie Lloyd, Director of People and Organisational Development for approval. Please note that the overtime form must be correctly authorised.

* **TEACHING SUPPORT OFFICERS**

The Teaching Support Officer role contains duties of both Demonstrator Lower and Demonstrator Higher level. The role has been evaluated in line with the Universities principles for equal pay for work of equal value. The standard TSO rate of pay will be starting on the bottom point of Grade 6. Below are guidelines relating to the application of Teaching Support Officer duties and payment thereof.

* **Teaching Support Officer Grade 6**
Individuals required to carry out demonstrating duties who are above Grade 5, will do so as part of their normal role and grade which has been evaluated under HERA.

Members of staff required to carry out Teaching Support Officer duties who are graded 5 or below, will be paid the differential between their current salary and the bottom point of Grade 6 for each hour worked.

All contracts that exceed 3 months will automatically be entered into the Local Government Pension Scheme unless the member of staff has previously opted out of the scheme.

* **OTHER HOURLY PAID WORK**

Any ad-hoc hourly rate of pay must be approved in advance by your Business Partner to ensure the rate reflects the work being performed as per HERA guidelines. Please use the forms as listed above to process payments for this work.

* **NON UNIVERSITY STAFF/ VISITING LECTURERS**

For genuine ‘one-off’ visiting lecture payments, you should still complete the Visiting Lecturer Form which will be processed via the Expenditure section in Finance.

* In order to qualify for a visiting lecturer payment the person must be delivering a ‘one-off’ guest presentation/ lecture.
* Any person who has delivered more than 3 consecutive ‘visits’ in 3 consecutive months would be classed as an employee by HMRC and should be paid using the Hourly Paid Application Form.
* If the request covers work performed over a time period, this should also be completed on the Hourly Paid Application Form.