Casual payment process for HRIS Data Service users

This process details the responsibility for creating casual worker records (including the right to work details) by HRIS Data Service team, thereby enabling the right to work details to be added in advance of the worker being paid. The process also incorporates the use of an Excel spreadsheet to submit worker payments to Payroll. This spreadsheet will support the capture of weekly working hours for all casual workers, which has been a legal requirement from April 2017 (see [PERS(17)02](http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/personnel/documents/circulars/2017/PERS(17)02_Mandatory_gender_pay_gap_reporting.pdf)).

**Casual deadline**

**e.g. 5th**

**Casual Deadline minus 2 working days e.g. 3rd**

**Casual Deadline minus 4 working days e.g. 1st**

1. Department/faculty to complete [Casual Worker New Appointment form](https://www1.admin.ox.ac.uk/personnel/usinghris/ourservices/data_services/forms/) for new casual worker/teacher before they start work.
2. Department/faculty to upload Casual Worker New Appointment form to the HRIS Data Service SharePoint site as soon as all required information is available and by four working days before the published casual payroll deadline at the very latest. Dates are published on the HRIS Data Service SharePoint site. Access to the SharePoint site can be granted to any staff who require it, subject to appropriate authorisation.
3. HRIS Data Services create the new casual worker record in CoreHR, including right to work details.
4. Department/faculty generate and send casual letter of engagement or casual teaching contract for services as currently, including a [Staff Starter Form](http://www.admin.ox.ac.uk/eop/inpractice/recruitment/recruitmentmonitoring/) to capture equality details.
5. Department/faculty complete a [Casual Payment Spreadsheet](http://www.admin.ox.ac.uk/finance/epp/payroll/management/casual/) with details of payments for all casual workers (one form per month). Personnel number and appointment ID required on the form (to be obtained from the Staff in Post report or looking up in CoreHR).
6. Spreadsheet to be e-mailed to [payroll.casuals@admin.ox.ac.uk](mailto:payroll.casuals@admin.ox.ac.uk) by the published casual payroll deadline. All payments to be recorded as an hourly rate against hours worked.
7. Department/faculty to notify HRIS Data Services when a casual appointment is ending using [Casual Leaver Form](https://www1.admin.ox.ac.uk/personnel/usinghris/ourservices/data_services/forms/) (to be uploaded to the SharePoint site).
8. The Staff Immigration Team in Personnel Services will be monitoring the presence and accuracy of right to work data in the CoreHR system, as well as weekly working hours for Tier 4 workers, and may withhold payment in cases of apparent non-compliance.

The following resources provide more detail about the process:

1. [Casual Payment Process and Timeline – Data Service Users](#Timeline) (details the activity of the four key stakeholders involved in the process)
2. Quick Reference Guide (QRG): [PA12 Completing the casual payment submission spreadsheet](http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/personnel/documents/corehr/processesuserguides/duringemploymentreward/PA12_Completing_the_payment_submission_spreadsheet_for_casuals_v1.0.pdf)
3. [Casual payment spreadsheet online video guide](http://www.admin.ox.ac.uk/personnel/usinghris/user_support/new_starter/casualpaymentspreadsheetonlineguide/)

**Action required**

HRIS Data Service users should follow this process and complete the following tasks:

1. **Access to SharePoint**

HRIS Guardians to provide the names of any additional staff who require access to the HRIS Data Service SharePoint site (for the purpose of uploading Casual Worker New Appointment forms) to [HRISdata@admin.ox.ac.uk](mailto:HRISdata@admin.ox.ac.uk). The HRIS Data Service team will contact these individuals with instructions on how to access the site.

1. **New casual workers**

For any new casuals who don’t have a current casual record in your department in CoreHR and need to receive their first payment, complete a [Casual Worker New Appointment Form](https://www1.admin.ox.ac.uk/personnel/usinghris/ourservices/data_services/forms/) and upload it to the HRIS Data Service SharePoint site by **the deadline**. Note that valid right to work details must be included on this form or it will be returned to you.

1. **Submitting payments**

For all casuals (new and existing) requiring payment in the current month, complete a [Casual Payment Spreadsheet](http://www.admin.ox.ac.uk/finance/epp/payroll/management/casual/) (one per department/faculty per month) following the instructions in the QRG and/or online video, and email it to [payroll.casuals@admin.ox.ac.uk](mailto:payroll.casuals@admin.ox.ac.uk) by the casual payroll deadline(you must password protect the spreadsheet as per the QRG – contact the payroll team for your password). Make sure that all workers listed on the spreadsheet have a valid right to work on CoreHR before you submit the payment.

**Additional support**

* Process and spreadsheet queries: e-mail [hr.systems@admin.ox.ac.uk](mailto:hr.systems@admin.ox.ac.uk)
* Queries on specific records: email [HRISdata@admin.ox.ac.uk](mailto:HRISdata@admin.ox.ac.uk)

