

PA5 - Working overseas

When an employee will be working overseas it is important to record the details in Core Personnel so that correct actions can be taken re tax and NI deductions and pension contributions.


What's changed?
Updated guidance re new location, action and reason codes Apr16

The location field on the appointment must be updated to one of the following as appropriate:

- * EEA country
- * Bilateral Social Security country
- * Other (non-EEA /non-bilateral agreement)

This is required by payroll for tax purposes. Further information about these location codes can be found on HMRC's website [here](#).

Note: When an employee is working overseas you must notify Payroll to confirm whether they should be classed as non-resident and therefore not eligible for auto-enrolment. **Auto-enrolment applies only to staff working or ordinarily working in the UK.**



If a member of staff is posted or seconded overseas and is expected to return to Oxford in due course then they will be considered to be ordinarily working in the UK, whereas if they are permanently based or locally employed overseas then they may not be subject to the auto enrolment regulations. When in doubt, treat an employee as working in the UK.

This guide covers the following process steps:


- A. New Appointment working overseas from the start 1**
- B. Change to Working Overseas..... 2**
- C. Change back to working in the UK 3**

A. New Appointment working overseas from the start

The employee was recruited from and will be working overseas.

- 1. Requesting the new post** - follow [ORG RQ1 Creating a staff request](#) entering the relevant location:


Specifically:

Field Name (* mandatory)	Description
Location *	Select relevant code from the LoV 

2. **Appointing the individual** – follow the relevant Appointing QRG entering the relevant Action and Reason code:

Specifically:


Field Name (* mandatory)	Description
Action*	Select New Appointment Working Overseas
Reason*	Select Working Overseas
Comments*	Enter Working in [enter country]


3.  **Contact details** - it is important to add the address for the individual's payslip to the address type **Label Address (payslip)** via the Address Maintenance screen. As per the guidance in the [QRG: PANS0 Pre-arrival and New Starter Guide](#), it is important to tell Payroll when this has been done.

B. Change to Working Overseas

Where a UK-based appointment changes to be overseas-based, follow **QRG: CH6_Change in Appointment**.

Specifically:


Field Name (* mandatory)	Description
Effective date	Select start date of working overseas.
Location *	Select relevant code from the LoV 
Action*	Select Working Overseas
Reason Code*	Select Working Overseas start
Comments*	Enter Working in [enter country]


-  **Contact details** - it is important to add the address for the individual's payslip to the address type **Label Address (payslip)** via the Address Maintenance screen. As per the guidance in the [QRG: PANS0 Pre-arrival and New Starter Guide](#), it is important to tell Payroll when this has been done.

C. Change back to working in the UK

Where an overseas-based appointment then changes back to be UK-based follow the **QRG: CH6_Change in Appointment**.

Specifically:

Field Name (* mandatory)	Description
Effective date*	Select start date of working in UK again.
Location *	Select new working location from the LoV 
Action*	Select Working Overseas
Reason Code*	Select Working Overseas Return
Comments	Enter as applicable

 **Contact details** – when the individual returns to the UK it is important to update the address on the address type **Label Address (payslip)** via the Address Maintenance screen and to tell Payroll when this has been done.