



NOTES ON COMPLETING THE CASUAL CONTRACT FORM

Bank Worker <input type="checkbox"/>		Casual Engagement <input checked="" type="checkbox"/>
CONTACT DETAILS		
School / Unit:	-- Select --	
Contact name:		
Telephone number:		
Full email address:		

- Select the appropriate type of contract from Bank Worker or Casual Engagement
- Select School/Unit from dropdown list
- Enter your name, telephone number and full email address

All these fields are mandatory

PLACE AND NATURE OF WORK / DURATION OF CONTRACT			
Payslip location:	Admissions		
Job Title:	Chief Invigilator	Rate of pay:	£10.47
Job Title 2:	** Not applicable **	Rate of pay:	N/A
Job Title 3:	** Not applicable **	Rate of pay:	N/A
Reason for contract:			
Scope of duties:			
Is this position: Teaching <input type="checkbox"/>		Non-Teaching <input checked="" type="checkbox"/>	
Contract Start Date: 12/01/2010		Contract End Date: 12/03/2010	
Is the post externally funded? <input type="checkbox"/>		<i>If yes, please complete the section below</i>	

- **Payslip Location:** The locations will appear dependant on the School/Unit selected in the first section
- **Job Titles and Rates of Pay:** The Job Title will automatically pull through the current rate of pay. If you have a contract that is to go through at an unauthorised rate, please select this option, and you are advised to contact the HERA team at hera@st-andrews.ac.uk . If you have authorisation from the HERA team, please ensure that the authorisation is sent with the document.



- Additional job titles have been added where the employee is being taken on for more than one job.
- **Reason for contract:** This should be completed, but will depend on the circumstances; normally, it will be one of the following four reasons:
 - If a post requires specialist expertise or experience not readily available within the University *in the short term*.
 - To cover staff absences e.g. short term sickness, parental leave etc.
 - There is a business need for input from specialist practitioners.
 - Where student or business demand is particularly uncertain.

EXTERNAL FUNDING	
Contact Name:	Extension Number:
Email Address:	
Signature from Research Grants confirming approval:	

If the post is externally funded, it will require approval from Research Grants. If you know the name of the person who will approve the contract, please fill it in; alternatively, this can be completed by hand before forwarding to Salaries for processing.

EMPLOYEE	
Employee Name:	Email Address:

These details need to be completed to allow the form to be emailed to the employee. Please enter the employee's full email address (e.g. you@st-andrews.ac.uk, you@hotmail.com)

APPROVAL BY: HEAD OF SCHOOL/UNIT, PRINCIPAL INVESTIGATOR OR AUTHORISED SIGNATORY	
If applicable, I can confirm that the nationality check / visa has been verified and attached	<input type="checkbox"/>
If applicable to the job(s), I can confirm that a (Enhanced, Standard or Basic) Disclosure Scotland form has been attached	<input type="checkbox"/>
Signature:	
Date:	

This section should be signed by the Head of School/Unit or Designated Signatory when the form is returned for signing.

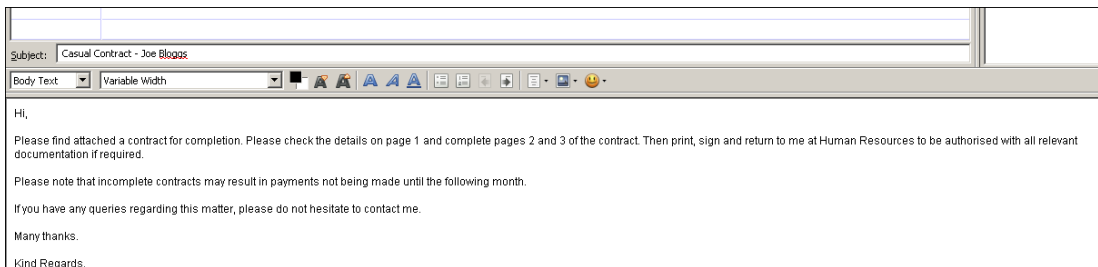
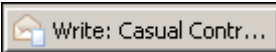
Save



This button allows you to save the Contract with certain details completed. For example, if you have filled out your details and you are always taking on Clerical staff, you can complete the necessary fields and save the document at that stage to save filling in these details again. If necessary, you will have to change the contract dates and employee details if you have saved the document with this information.



Press “Send to employee” when you are happy to send the form. It may come up with messages reminding you to complete certain mandatory fields. It will automatically compose an email to the employee and you should see an additional window appear in the bottom of your screen similar to:



You can then send this to the employee after changing the text if necessary