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| Contingent Worker Record Request(For Post Graduate Student Requestors) |
| **Guidance** |
| This form is for ensuring Post Graduate Student Requestors can be added to People and Money (as a contingent worker), prior to being granted Procurement access for purchasing goods and services in People and Money. This form can also be used to request a change to the contingent record e.g. Department, work location or line manager/ approver.**Before submitting this form** ensure you have a student UUN and email address for the contingent worker**.****You MUST ensure all sections of the form are complete and the form has been authorised before submitting through People and Money. Please submit the form by raising a Service request using the category Enquiry> System Related>User Access and title ‘Student Contingent Worker’.**Once the contingent worker record is created and Procurement access has been granted, you will receive confirmation within the reply to the service request. If you require this document in an alternative format, please contact the HR Helpline by email at HRHelpline@ed.ac.uk. |
| **Section 1: Student Contingent Worker Details** |
| Last Name |       |
| First Name |       |
| Preferred Name |       |
| Start Date (dd/mm/yyyy) |       |
| Projected End Date (if known) |       |
| Legal Employer |       |
| Student UUN |       |
| Student University Email Address  |       |
| Department |       |
| Work Location |       |
| Line Manager Name(To set up the record this should be the PGR Student Research Supervisor)  |       |
| Reason for Request – e.g. new contingent worker, change to existing details |       |
| **Default Expense Account Code*** Please complete the default expense account code below. **The only field you need to complete is cost centre for the school/department.**
* The default expense code cannot be split.
* For those with a Directly Funded by Research salary costing you must provide a cost centre code related to the school/department.
* Further information on the new chart of accounts structure is available on the [Finance SharePoint.](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx) The [Mapping Tool](https://uoe.sharepoint.com/sites/FinanceSpecialistServices/SitePages/Payments-%26-Payroll-Forms.aspx?OR=Teams-HL&CT=1644494215452&sourceId=&params=%7B%22AppName%22%3A%22Teams-Desktop%22%2C%22AppVersion%22%3A%2227%2F22010300409%22%7D) can also be used for guidance.
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| Entity | Fund | **Cost Centre****(8 digits)** | Account | Analysis | Portfolio | Product | Intercompany |
| 110 | 110002 |       | 2410 | 000000 | 00000000 | 00000000 | 000 |
| **Section 2: Authorisation****This must be Head of College or Professional Service Group, College Registrar, Head of School or Department, Director of Professional Service or equivalent.** |
| Name: |       |
| Position |       |
| Date (dd/mm/yyyy) |       |
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