

The University of Edinburgh Finance Department



Student Employment - Working for the University

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Introduction

The aim of this guide is to assist students who take paid employment with the University to understand this new relationship with the University and to explain the implications and consequences of their employment.

It should also help administrative staff involved in the employment of students to understand this new relationship and allow them to assist the students they employ.

Becoming an Employee of the University

When a student starts to work for the University, whether it is a one-off casual employment or longer term vacation work for example, that student enters a second relationship with the University; that of employee.

As an employee, the student is subject to the rules and regulations which apply to all University employees.

As with all University employees, student employees should familiarise themselves with the University's key Human Resources policies. These are available from the Human Resources Department website:

→ <http://www.humanresources.ed.ac.uk/>

Working for more than one department

A student may work for more than one department of the University in any month, perhaps even simultaneously. However, this is seen legally and for tax purposes as one employment for one employer – the University. Payment in respect of multiple employments will be consolidated and one payment made to your bank and one payslip issued.

Salaries and Wages

Payroll

The University processes monthly payrolls in respect of all salaries and wages. Details of payments to be made to a student employee need to be with Personnel Department/Payroll Section (part of the Finance Department) at Charles Stewart House by the fifth of each month for payment to be made at the end of that month.

Payment is made by BACS (Bankers' Automated Clearing Services) transfer to the employee's bank account by the 28th of the month. If the 28th of the month falls on a weekend or bank holiday payment is made on the last working day of the month. The University will issue a payslip for all payments made, which is normally sent to the employee at their departmental address.

Pension Contributions

Legislation covering Stakeholders Pensions means that the University is now required to offer membership of the Pension Scheme in certain circumstances to all employees.

The option to join the pension scheme is therefore open to students although it is not anticipated that many will seek to join the pension scheme at this point. It is essential, however, that the appropriate sections on contract Forms 95 and 97 are completed correctly to ensure the proper treatment. The Pension Scheme Application Form is only to be completed where the student decides to join the scheme.

Income Tax & National Insurance

All employees of the University, including students, are subject to UK law governing payment of Income Tax and National Insurance. Any deductions for tax liabilities are generally made at source using the Pay As You Earn (PAYE) system.

For more information on your Income Tax and National Insurance obligations whilst working as a student please refer to the Finance Department guide "*Student Employment – Income Tax & National Insurance*".

Further information

Additional information on Income Tax and National Insurance for students can be found in the Finance Department guide "*Student Employment – Income Tax & National Insurance*".

University human resources information and policy can be found on the Human Resources Department website:

→ <http://www.humanresources.ed.ac.uk/>

Information on your rights as an employee can be found on the Directgov website:

→ <http://www.direct.gov.uk/en/Employment/index.htm>

Finance Department Contact Details

Postal Address

Finance Department,
Charles Stewart House,
9-16 Chambers Street,
Edinburgh
EH1 1HT

→ <http://www.humanresources.ed.ac.uk/>

Payroll Section

Phone (0131) 650 2277

Fax (0131) 650 6332

→ <http://www.finance.ed.ac.uk/finweb/payroll>