Postgraduate Teaching and Demonstrating

Guidance for Academic/Service Units

1. New Starters

The University has a statutory obligation to pay all full time and part time Postgraduate Demonstrators (PGDs) through the payroll system, therefore all new starters must be added to SAP by Payroll.

The Academic/Service Unit identifies those students they wish to be registered as PGDs. Students should have a minimum of one year’s visa/eligibility to work (see below).

The Academic/Service Unit and the student must complete the PGD Starter Form (PGS1) in the first week of the month in which they are to undertake their first assignment/period of work and send it to Payroll, along with the PGSPay, to arrive no later than 12th of the month.

- For ALL PGDs, a member of staff in the Unit must take a copy of the front cover and photo page of the passport and any other documentation confirming identity and eligibility to work in the UK. Non-EEA students must produce a visa or biometric identity card; Bulgarian and Romanian Nationals must produce a Yellow Registration Certificate. The copies must be signed and dated by a member of staff and the copies must be retained in the Unit with a copy of the PGS1. The Head of Academic/Service Unit or other authorised person must sign section 3 of the PGS1 form confirming they have verified the eligibility to work and all information completed by student. Further information regarding acceptable documentation can be found in ‘Prevention of Illegal Working’ at http://www.ncl.ac.uk/hr/recruitment/migrants.php.

- Section 1 and 2 is for completion by the student. It is essential that the personal information provided in section 1 is accurate and complete. Students will need to provide the details of their UK bank account for payment, as well as tax and National Insurance information. If the Student has a valid P45 this should be sent with the PGS1 to the Payroll Section. Incomplete forms will delay any payments.

- For students who do not have a National Insurance number, information and web links are outlined in the PGD Statement of Arrangements.

- Section 3 of the PGS1 form is to be completed by the Head of Unit or an authorised person. Appointment to the register should normally be for the duration of the studentship up to a maximum of 3 years. For non-EEA students the appointment can only be for a maximum of 12 months and may be renewed annually thereafter, subject to the document checks referred to above. Please note: Non-EEA students and Bulgarian and Romanian Nationals may work no more than 20 hours per week during term-time. Exceeding this limit may breach the terms of their visa and could lead to a fine being imposed on the University.

- The fully completed PGS1 form must be sent to Payroll. A copy of the PGS1, with the verified copies of the identity/eligibility to work documents, must be retained in the Academic/Service Unit until two years after the student has left.
• The Academic/Service Unit must give the PGD a hard copy of the Statement of Arrangements.

• Payment will be triggered by monthly returns to the Payroll Section of the form PGSPay. Forms PGS1 and PGSPay are available at: http://www.ncl.ac.uk/hr/pay/payroll.php

2. Extensions or Transfers

If a PGDs registration is due to expire and you wish to extend it, the Academic/Service Unit and the student will need to complete the PGS2 Form and send it to payroll.

If you have made payments to a student via a fee form and are now registering them as a PGD you will need to complete PGS2.

3. Tax and National Insurance for PGDs

Academic/Service Units should note that if payments to an individual PGD rise above a certain amounts in any one month during the tax year you and the PGD will incur a liability for National Insurance Payments. Further information can be found at http://www.hmrc.gov.uk/payerti/forms-updates/rates-thresholds.htm.

While students can either reclaim tax or gain tax exemption if their earnings fall below personal allowance levels, National Insurance payments cannot be reclaimed. It is therefore advisable that payment is not left until the end of term as, if a block payment of say £1,000 was made, this would become liable for National Insurance contributions by both the student and the School. However, if payments of £500 and £500 were made during term time on a monthly basis no National Insurance would be paid.

4. Pensions Auto-Enrolment

The University has to comply with the pensions auto-enrolment legislation. This applies to all workers aged 22 or over but under state pension age. A total payment from the University in any one month that meets or exceeds the earnings threshold will trigger the auto-enrolment duties. Further information is available at http://www.ncl.ac.uk/hr/benefits/pensions/auto-enrolment.php

5. Further Information

Heads of Academic/Service Units should direct enquiries concerning this exercise as follows:

Teaching and Demonstrating rates of pay: Garry Coupland, Assistant Director of HR
Human Resources procedures and contract matters: Faculty/Services Human Resources Teams or Garry Coupland, Assistant Director of HR
Financial payments, tax and National Insurance: Simon Wilmot, Assistant Director of Finance
Funding of teaching and demonstrating

Director of Faculty Operations, Director of Student Services or Faculty/Services Accountant