## Hiring Manager Details

Name:

Department:

Email:

Telephone:

## Role Details

Job Title: Start Date:

Location: End Date:

No Required: Hourly Pay Rate:

Hours of Work: Equivalent Grade:

PO Number:

Reason (e.g. sick level, holiday cover, maternity leave, etc.):

Role requirements (e.g. reception duties, answering telephone, preparing correspondence, etc):

Specific Qualifications or Experience required (e.g. Microsoft Office, etc.)

## Agency Worker Regulations

Is there a comparative permanent role? Yes  No

Equivalent Permanent Salary Grade:

(This will be used to calculate the pay and charge rate from week 13).

## Authorisation

Dean/Director to approve the recruitment of an agency worker for the temporary period detailed above.

#### Signature:

#### Print Name:

## Timesheet Details

Approver:

Email:

Telephone:

## Agency Information

Agency Worker’s Name:

Address:

Date of Birth:

Agency:

Agency Contact Details:

Start Date:

Length of Assignment:

End Date (if known):

|  |  |
| --- | --- |
| Agency Workers Regulations Comparator Information | |
|  | |
| Pay | |
| Basic Salary that would apply to University staff working in this type of role | £ |
| Standard weekly hours of work to calculate an hourly rate of pay | 36.25 hours per week |
| Overtime Payments |  |
| Shift / unsocial hours allowances |  |
| Risk payments for hazardous duties |  |
| Vouchers or stamps (vouchers, goods and services) |  |
| Any other remuneration |  |

|  |  |
| --- | --- |
| Working Hours | |
| Night WorK |  |
| Rest periods | 1 hour for lunch |
| Duration of Working Time | 36.25 hours per week are standard full time hours |

## HR Contact

Name:

Division:

Email:

Telephone: