

Casual Worker process

1. Job offer is given to the student, who then accepts via the Tutorial Support Coordination webpage (TSC).
2. Students will access *Letter of Understanding, Pay 8A form, Right to work checklist and Tier 4 student work form (if applicable)* via TSC website once they have accepted the job offer.
3. Student will complete *Letter of Understanding, Pay 8A form and Tier 4 student work form*, and email to designated approver, subject of the email will include "Casual Worker_STUDENT NAME_CID NUMBER_(UG/MSc/PhD)".
Student will also email RTW evidence document scans (as per RTW checklist) to the designated approver.
Emails are as follows: Undergraduate students - doc-casual-payments-ug@imperial.ac.uk, MSc students - doc-casual-payments-msc@imperial.ac.uk, PhD students - doc-casual-payments-phd@imperial.ac.uk.
Letter of Understanding will be printed out by the student and brought to the approver (Mrs. Rituparna Saha – UG, Dr. Tim Kimber – MSc, Dr. Amani El-Kholy – PhD).
Student will also bring RTW evidence document to the approver.
4. Approver will then:
 - Sign the Letter of Understanding and pass this onto Hassan Patel (Departmental Finance Officer) for filing.
 - Approve the Pay 8A form
 - Complete RTW checklist
 - Action Tier 4 student work form (if applicable)
5. The following should be submitted together to casualpay@imperial.ac.uk as a **digitally authenticated email** – and as a separate email for each casual worker:
 - Pay 8A
 - RTW Checklist
 - RTW evidence document scans
 - Tier 4 student work form (where applicable – i.e. all Tier 4 students)

The forms are available for downloading from the following web-links:

- [Payroll forms](#) (Pay8A, 8B, 8C)
- [Right to work checklist](#)
- [Tier 4 student work form](#)