

# Undertaken Duties Claim Form



Please complete this form and return it to the appropriate departmental administrator. All claims must be submitted within 90 days of the work ending. The first Claim Form for each Assignment must be filled-out in full and, for HMRC compliance, must feature a completed and signed Claimant Declaration (section C). Subsequent forms (for the same Assignment) may be used to notify of any changes. **On subsequent Claim forms, unless details are entered, the data provided with the first Claim will be used for any section marked with the symbol:**

## A. Personal details (all of these are required to allow us to make payment)

Title		Forename		Surname	
Date of birth (dd/mm/yyyy)		NI number (for UK)			Gender
Email address					

## B. Details of assignment and work undertaken (required)

Type of work			
Description of work			
Claim from/ to dates <b>MUST</b> be in the same calendar month		Hours Claimed	
Claim from (dd/mm/yy)	Claim to (dd/mm/yy)		
		Hourly Rate	

## C. Claimant declaration and signature

You must tick one of the options A, B or C and, if applicable, tick the student loan option

A. This is my first job since last 6 April and <b>I have not</b> been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit or a state or occupational pension. OR	
B. This is now my only job but since last 6 April <b>I have</b> had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not have a state or occupational pension. OR	
C. I have another job or receive a state or occupational pension.	
<b>Student Loan Declaration</b>	I have left a course of study before last 6 April and have not fully repaid my Student Loan and am not repaying it via my bank or building society account.
<b>By signing and submitting this claim I declare that I undertook the work outlined above and was eligible to carry out this work.</b>	
<b>Signature</b>	<b>Date</b>

## D. Claimant's home address details (needed for Payroll's submission to HMRC)

Home Address 1			
Home Address 2			
Home Address 3			
Town/ City	Postcode	Telephone	

## E. Claimant's bank account (if payment is to be to a non-UK bank, complete section H.)

Sort Code (99-99-99)		Account Number	
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Please continue over to section F...

## F. Equalities information

Please indicate your Ethnic Origin and Disability status. Each year, the University is obliged to make a statistical return to the Higher Education Statistics Agency (HESA), on individuals processed through Payroll. The following sections form part of the submission so it is important that this data is collected. It will be used only for anonymous, statistical analysis. The options shown below reflect the Census of Population ethnicity classifications used throughout the UK.

### F.1. Ethnic origin

White – British	White – Scottish	White – Irish
Other White background	Asian or Asian British – Indian	Asian or Asian British – Bangladeshi
Asian or Asian British – Pakistani	Chinese	Other Asian background
Black or Black British – African	Black or Black British – Caribbean	Other Black background
Mixed – White and Black African	Mixed – White and Asian	Mixed – White and Black Caribbean
Other Mixed background	Not known	Prefer Not to Disclose
Other Not Listed Above	Please state if not listed above:	

### F.2. Disability

The Equality Act 2010 s.6 (1) defines disability as 'A physical or mental impairment which has a long term and substantial adverse effect on a person's ability to carry out normal day to day activities.' Day to day activities encompass activities which are relevant to working life, walking, driving, using public transport, cooking, eating, lifting everyday objects, writing, talking, listening or taking part in social interactions. Long term means that the impairment has lasted or is likely to last for at least 12 months or for the rest of the affected person's life. Substantial means more than minor or trivial.

Do you have a disability as defined by the Equality Act 2010?	Yes	No	Prefer not to say
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## G. Ledger code(s) to be charged (staff use only; please ensure adds up to claim total)

	Amount	£	Dept.
	Amount	£	Dept.
	Amount	£	Dept.

## H. Offline processing – non-salaried appointments or non-UK bank details

Payment cannot be made through the Supplementary Payments system to those with non-UK bank accounts or those with a current non-salaried appointment on the HR system. If payment needs to be made to a non-UK bank account, please provide account details below and send the signed form to HR to process the claim. If payment is to be made to a person with a current non-salaried appointment, please send the signed form to HR to process the claim, along with the evidence of eligibility to work in the UK.

BIC/Swift Number is the Bank Identifier Code. In the US or Canada you may also have an ABA number (routing code).

IBAN numbers are used for payments within Europe and must be quoted. If your payment is going to the USA for example you will not have an IBAN number but you should state your bank account number. Please be advised that depending on the country to which the funds are being sent the IBAN account number may be longer than the standard 22 digits shown e.g. for transfer to Poland the IBAN will be 28 digits. Please ensure the correct IBAN is quoted as an incorrect IBAN number may result in funds being returned.

Bank name																					
Bank address																					
Account number																Account name					
BIC/Swift identifier																ABA routing (if applicable)					
IBAN number																					
Authorisation and processing	Name					Signature					Date										
Work Requestor																					
Oracle input complete																					
Payroll confirmation that payment processed																					