

## **PLEASE READ – IMPORTANT INFORMATION**

### **Guidelines for Visiting Teaching Staff**

#### **TO AVOID POSSIBLE DELAY IN PROCESSING PAY CLAIMS PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

**Please note:** no payment can be made unless one signed copy of the contract letter has been returned to Royal Holloway, the appropriate paperwork completed and identity documentation checked.

**Identity documentation must be checked prior to the first day of your employment.**

**Human Resources** are based at Huntersdale but there is a 'hot desk' on the main campus. The 'hot desk' is located in Founders Building West, Room 136 and open Monday – Friday, 9.30am – 12:30pm and 1.00pm - 3.30pm. A courtesy bus runs from the main campus (Tennis Courts bus stop) to Huntersdale approximately every 15 minutes. If you report to the Huntersdale reception desk you will be directed to the Human Resources Department.

The postal address is: Human Resources,  
Royal Holloway, University of London  
Egham  
Surrey  
TW20 0EX

#### **What you need to do next**

- Sign the contract letter and return it to Human Resources. (**Do not** return it to your employing department)
- If you are required to complete a New Starter's Form you must visit Human Resources **before** the first day of your employment with the following documents:
  - Completed Starter's Form (Note: You must complete and sign Part Four - Superannuation Details, even if you do not wish to join a University pension scheme.)
  - Birth Certificate, Passport or National Identity Card
  - P45 from your previous employer or P46 if you do not have a P45
  - National Insurance Card
  - Student Identification Card (applicable to current RHUL students only)

#### **Claiming for Work Done**

- If your contract letter requires that you complete and submit a **claim form** for work done you will need to complete a Visiting Teaching/Casual Work Payment Request Form. Claim forms can only be submitted for work that has been completed and should be submitted monthly or termly but within three months of the work being completed.  
The forms may be obtained from your employing department and must be completed, signed and given to the employing department for authorisation by the first of the month to receive payment by the 27th of that month.  
It is your responsibility to claim for any accrued holiday pay on an ongoing basis.
- If your contract letter states that your **total salary will be divided into equal instalments and paid monthly over the period of appointment to your bank account.** You do not need to complete a payment request form.

**PAYMENT WILL NOT BE MADE UNLESS ALL THE ABOVE HAS BEEN SATISFACTORILY COMPLETED**