

Undertaken Duties Claim Form

Claimant, please complete this form in respect of Undertaken Duties at the University of Strathclyde and return it to the appropriate departments claim administrator, ensuring that all sections are completed and the form is signed. Claims to be submitted within one month of the work being carried out, otherwise payments may be delayed and tax issues may arise.

A Right to Work in the UK*

It is illegal for the University to employ a person with no Right to Work in the UK. Payment will not be made if this right is not evidenced.

Documents presented with this claim <input type="checkbox"/>	Documents previously submitted (if this cannot be verified your claim may be delayed) <input type="checkbox"/>
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B Claimant details

Forename*	Forename	Surname*	Surname	Title*	Title
Date of Birth*	Date of Birth	Gender*	Gender	NI Number* (for UK)	NI Number
Address1*	Address1	Address2	Address2	Address3	Address3
Town/City*	Town/city	Postcode*	Postcode	Person code	Person code
Email address*	Email address	Telephone	Telehone	Prev claim ID	Previous claim ID

C Claimant's UK Bank Details (If payment to Foreign Bank use Section H.)

Please provide details of the bank account the money should be paid into. Sort Code and Account number are mandatory for a UK bank.

Sort Code (99-99-99)*	Account Number*	Building Society Roll#	BS Roll number
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D Details of Work Undertaken*

Type of Work	Work Type	Work Requestor	Work Requestor
Description of work	Description of work undertaken		
Start and end dates MUST be in the same calendar month		Hours Worked	Rate Per Hour
Date Work Started	Date Work Ended		
Work started	Work ended	Hours worked	Rate per hour
OFFICIAL USE ONLY	Budget Code to be Charged	Charge code	Department of the Budget
			Department

E Claimant Declaration*

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

A. This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit or a state or occupational pension. OR	<input type="checkbox"/>
B. This is now my only job but since last 6 April I have 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	<input type="checkbox"/>
C. I have another job or receive a state or occupational pension.	<input type="checkbox"/>
Student Loan Declaration	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.
	<input type="checkbox"/>

By signing and submitting this claim I declare that I undertook the work outlined above and was eligible to carry out the work.

Claimant Signature	Date
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F Equalities information

The University is obliged to make a statistical return to HESA every year on those processed through payroll. The sections, F.1 Ethnic Origin and F.2 Disability form part of the submission. It is important that these are completed with the person concerned.

F.1. Ethnic Origin

The options reflect the Census of Population ethnicity classifications used throughout the UK and allow comparative statistics to be derived both within and out with the sector. Tick the most appropriate box.

Other White background	<input type="checkbox"/>	White Scottish	<input type="checkbox"/>	Asian or Asian British – Bangladeshi	<input type="checkbox"/>
Asian or Asian British – Pakistani	<input type="checkbox"/>	Asian or Asian British – Indian	<input type="checkbox"/>	Other Asian background	<input type="checkbox"/>
Black or Black British – African	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Other Black background	<input type="checkbox"/>
Mixed – White and Black African	<input type="checkbox"/>	Black or Black British – Caribbean	<input type="checkbox"/>	Mixed–White and Black Caribbean	<input type="checkbox"/>
Other Mixed background	<input type="checkbox"/>	Mixed – White and Asian	<input type="checkbox"/>	Prefer Not to Disclose	<input type="checkbox"/>
Not known	<input type="checkbox"/>				
Other Not Listed Above	<input type="checkbox"/>	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.

Yes No Prefer not to say

Do you have a disability as defined by the Equality Act 2010?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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G Work undertaken Outwith UK Confirmation by Head of Department/School/Director

The work described above was wholly undertaken outwith the UK by a UK National and therefore no Eligibility to Work Evidence is required.

Authoriser's Name and Designation			
Authoriser's Signature		Date	

H Offline Processing – Non-salaried appointments or Foreign Bank Details

Payment cannot be made through the Supplementary Payments system to those with foreign bank accounts or those with a current Non-salaried appointment on the HR system.

If payment should be made to a foreign bank account, please provide account details below and send to HR to approve the claim. Do not use this section if the money is to be paid into a UK bank account. Please refer to the guidance sheet for further information relating to foreign bank accounts. If payment is to be made to a person with a current Non-salaried appointment, please send to HR to approve the claim..

Bank Name	Bank name	Account name	Account name
Bank Address*	Bank address	Account number	
		SWIFT/BIC Code	
		IBAN number	
		ABA Routing if applicable	
	Name	Signature	Date
Work Requestor			
Finance Office			
Oracle input complete			
Payroll confirmation that payment processed			

Undertaken Duties Claim Form – Completion Notes

Right to Work in the UK

It is an offence for the University to employ an individual with no right to work in the UK. Before work can be offered it is the responsibility of the work requestor to satisfy themselves that any individual undertaking work has the right to do so. Claims for work undertaken will only be processed if this right is evidenced. Please refer to <http://www.strath.ac.uk/hr/right2work/> for further information

Claimant details

Full details of the claimant are required. Email and telephone details are asked for in case there is a need to contact the individual. Person code and previous claim ID are asked for to assist in finding the correct claimant if they are already in the system.

Claimant's UK Bank Details

Payment will be made by bank transfer, therefore bank details MUST be supplied. An email containing confirmation of payment will be issued to the claimant's email address.

Details of Work Undertaken

The type of work undertaken determines how the information will be reported in Management Information and to HESA. Rate per hour is required to establish that an appropriate rate for the role is being used. The hours worked is required to establish the volume of activity.

Claimant Declaration

This is a standard tax declaration and must be completed and signed in all cases as evidence that the individual is making the claim.

Equalities information

It is standard practice for the University to monitor its processes as they relate to employees and workers. This information will be used solely for this purpose.

Work undertaken Outwith UK Confirmation by Head of Department/School/Director

In the rare occasions a claim is being submitted for work done outwith the UK by a UK national, the Head of Department is required to authorise the claim as a further audit step for exception processing. In this case, no eligibility documentation is required. This section completed will act as proof of eligibility to undertake the work.

Claimant's Foreign Bank Details and Authorisation for Offline Processing

Incomplete forms will be returned to departments which may result in late payment processing.

Foreign bank account payments cannot be made through the Supplementary Payments system at this time therefore signed authorisation is required. If a payment is to be made to a foreign bank account, the form must be appropriately signed and submitted to operationalsupport@strath.ac.uk.

BAN 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.

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