

Brunel University Placement and Careers Centre: Payroll Information and Changes:

It is essential to you being on Brunel University's Payroll that this information is **fully** completed. Some general information is given overleaf.

1. Personal Information

Brunel Email.....

Title	Surname	Forename(s)	Date of Birth		

2. Home Address

	Tel.No
	Postcode:

Term Time Address

	Postcode:

3. Tax & National Insurance

A P45 tax form should have been issued by your previous employer, if you have not received this (or if it has been lost) please ensure that you complete a P46. This will enable HM Revenue & Customs to assess your tax situation and advise Brunel accordingly.

P45 Attached	P46 (required if no P45)	National Insurance Number				
Yes/No	Yes/No	<u>aa</u>	<u>nn</u>	<u>nn</u>	<u>nn</u>	<u>a</u>

If you do not currently hold a National Insurance Number you will need to apply for one immediately upon commencement of employment. The details overleaf or the Placement & Careers Centre can advise you how to apply for this.

4. Bank/Building Society Details

It is essential that you correctly give below your bank/Building details in order to credit pay to your account. No payments are made by cheque.

Bank/Building Society Name	Town Location	Sort Code	Account Number
Building Society		Account Number	

5. Employment Status

Brunel University adopts the approach that unless individuals have a written decision from the University's tax office, regarding their employment status with Brunel University, all payments will be subject to Income Tax and National Insurance as appropriate and will be processed via payroll.

6. Brunel University Employment Contract

Job Title	Department	Date of Commencement		
	LJC	<u>dd</u>	<u>mm</u>	<u>yy</u>

Visa Expiry Date PG/UG Student ID Payroll Number	
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Signature.....

Date.....

General Information

Payroll:

For payroll enquiries please contact payroll@brunel.ac.uk or jobshop@brunel.ac.uk

Queries:

For all other queries relating to your employment at Brunel University please email jobshop@brunel.ac.uk or drop in to the Job Shop at the Placement & Careers Centre.

Pay Day, Deadlines and Timesheets

Timesheets:

A timesheet must be submitted for work that you complete. It is your responsibility to complete your own timesheet with the exception of some departments/projects (the Job Shop at the Placement & Careers Centre will make you aware of this)

Timesheet deadline:

Timesheets must be submitted by the 9th of each month (earlier or the Monday directly after if 9th falls on a weekend) directly to the Job Shop at the Placement & Careers Centre. Timesheet deadlines may need to be amended for Easter and Christmas university closure, however you will be advised of this in advance.

It is essential that deadlines are adhered to for pay to reach your bank account on the pay date. Manual payments will not be made for late submission of timesheets.

Requesting new timesheets:

You can request timesheets via the Placement at Careers Centre website <http://www.brunel.ac.uk/pcc/jobshop/students/home.shtml>

Pay Day:

Pay is made directly into your bank account on 27th of each month (Friday before if 27th falls on a weekend).

It is essential that deadlines are adhered to for pay to reach your bank account on the above date. Manual payments will not be made for late submission of timesheets.

Changes to your details:

It is your responsibility to inform the Job Shop at the Placement & Careers Centre if you details overleaf change at any time.

Visa:

If you require a visa to work in the UK, it is your responsibility to produce to the Job Shop at the Placement & Careers Centre your new visa once the visa shown during registration expires. Please note that timesheets and contracts will not be provided until this has been done.

P45:

Your P45 will be processed on request and sent to the most up to date address you have provided the Job Shop at the Placement & Careers Centre with. If you do not request your P45 it will automatically be processed the September following your completion of studies.

Getting a National Insurance Number:

Details can be found on the Placement & Careers Centre website www.brunel.ac.uk/pcc/jobshop