This flowchart relates to the engagement and payment of Invigilators (excluding Students).

Key:	Actions required by School/Service	Actions required by individual being engaged	Actions required by Payroll

School/Service identify an individual to undertake work

School/Service contact sends Invigilator Application Pack & Claim Form document to individual

Individual completes the first section of the Application Pack & Claim Form document and returns it to the School/Service

School/Service complete a right to work check, unless an exemption applies *(i.e. some self-employed individuals, current member of staff undertaking additional work)*.

- The pack will help determine the type of check required (i.e. manual, Online, Yoti)
- Schools/Services will need to ensure that the check is undertaken correctly and in the prescribed manner, as stated in the Right to Work Checks Guidance.
- The right to work check needs to be completed before any work is undertaken *(claims submitted where a right to work check has been completed after the work was undertaken will not be paid)*.
- If the individual has a visa with an end date, you will need to make a record in the School/Service of this end date to complete a follow up right to work check if the work is still being undertaken at that stage.

School/Service keep hold of the completed Application Pack & Claim Form document and right to work until a claim is made

Work is undertaken and claim section of the Application Pack & Claim Form document completed by the individual

Schools – submit the form to the School's Finance Support Team (without the right to work paperwork) to seek necessary approvals

Services – follow internal process for finance checks

School/Service upload the fully completed Application Pack & Claim Form document and right to work check to the Fee Paid Claims SharePoint site

- Send an email to Payroll (email payroll@hud.ac.uk) to advise that documentation has been uploaded for processing.

Payroll will check that the work hasn't been undertaken before the right to work check date (where one is required). If ok and the rest of the paperwork is correct, payment will be processed.

For correct submissions, the paperwork will remain valid for the current period (1 October to 31 August), *subject to the right to work check remaining valid for that duration. If not, a new right to work check is required and must be submitted to Payroll.*

If the right to work check was required and has been undertaken after the work took place, payment cannot be made.

Any more claims for the current year (1 October to 31 August)?

Yes

No

Record ended on the Payroll system

Re-engaging the invigilator for the next year (starting 1 October)?

Yes

No

No further action required