

## **Human Resources**

## **Visiting Lecturer Process Flowchart**

## This flowchart relates to the engagement and payment of Visiting Lecturers

Actions required by individual being Key: Actions required by School/Service **Actions required by Payroll** engaged School/Service contact sends Visiting School/Service identify an individual to Lecturer Application Pack & Claim Form undertake work 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 (required for all Visiting Lecturer appointments, there are no exemptions). 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 Yes 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. If ok and the rest of the paperwork is correct, payment will be processed. If the right to work check was required and has been undertaken after the work took place, payment cannot be made Record ended on the Payroll system No further Any further claims to be made? -No action required