

CLAIM FORM FOR OCCASIONAL (ONE-OFF) WORKERSTo enable the University of East Anglia to pay you correctly please complete all sections in BLOCK CAPITALS

SURNAME											
TITLE	FORENAME 1					FORENAME 2					
ADDRESS											
					POST CODE						
SCHOOL/DEPT							STUDENT NO (IF APPLICABLE)				
EMAIL:											
NATIONAL INSURANCE NUMBER *							DATE OF BIRTH * dd/mm/yyyy		GENDER * M/F		
* National Insurance Numbers, Date of Birth and Gender are required by HMRC											
UK RESIDENT	YES	NO	COUNTRY OF RESIDENCE								
Please tick in box			<i>(If Not UK Resident)</i>								
This is my first job since last 6 April and I have not been receiving taxable Jobseekers Allowance, Incapacity Benefit, state or occupational pension.							ENTER YES / NO				
This is now my only job, but since last 6 April & I have had another job, or have been receiving taxable Jobseeker's Allowance or Incapacity Benefit. I do not receive a state or occupational pension.							ENTER YES / NO				
I have another job or receive a state or occupational pension.							ENTER YES OR NO. <i>If YES, and you are over State Retirement Age then please supply evidence of your date of birth*</i>				
INCOME TAX FORM P45 ATTACHED			ENTER YES OR NO								
BANK SORT CODE:						BANK ACCOUNT NO:					
BUILDING SOCIETY ROLL NUMBER:											
BANK / BUILDING SOCIETY ADDRESS:											

Work Place Pensions Auto-enrolment

The government has introduced Auto Enrolment which requires employers to enrol entitled workers into a workplace pension scheme if they:

- are not already in one;
- earn over £10,000 a year (£833 a month);
- are aged 22 or over;
- are under State Pension age; and
- are working in the UK.

You are not automatically enrolled in the scheme but if you wish to join in respect of this work please apply, so that we can assess whether you qualify as an entitled worker and are able to opt into the scheme. You can apply by sending a letter or email signed by you, to the Payroll and Pension Section, Finance, UEA, Norwich NR4 7TJ, containing the phrase "I confirm I personally submitted this notice to join a workplace pension scheme".

More information on pensions and saving for later life can be found at <https://www.gov.uk/workplace-pensions>

Please tick this box to say you have read this section

FULL NAME:			
FEE			
DATE (DD/MM/YYYY)	PAYMENT DETAILS / Type of Work	CHARGE CODE	£ - P
FROM	TO		
			Sub Total Fees

TRAVEL / EXPENSES - receipts must be attached

DATE (DD/MM/YYYY)	TRAVEL / EXPENSE DETAILS	CHARGE CODE	£ - P
FROM	TO		
			Sub Total
TOTAL PAYMENT			

Is this a payment for an individual living and working abroad? Y / N	
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SIGNED:		DATE:	
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TAX

PAYE will be applied to all payments (fees, etc). A P45 will be issued once a payment has been made.

Please note that home to work travel is subject to Tax and N.I.

NATIONAL INSURANCE CONTRIBUTIONS (NIC)

* If you are claiming exemption from NICs, your Certificate of Exception (Form CA4140 or CF384), driving licence, passport etc must be supplied


If you are deferring NICs then Deferment Certificate CA2700 must be supplied.

Payment is sent to your bank account on the 28th of the month or the previous working day if the 28th falls on a weekend or bank holiday

Please ensure that all sections of this form has been completed prior to submitting it to HR for authorisation, and allow time for processing in the Payroll Office.

This form is **not** to be used unless the payment is subject to PAYE. If self-employed, then Form UEA5 should be submitted direct to payroll with an invoice attached.

Further guidance may be sought from the Payroll office or email at Payroll@uea.ac.uk

AUTHORISED SIGNATURE		DATE	
PRINT NAME		 EXTENSION	

HRD use only

SIGNED:		DATE:	
ANY OTHER INFORMATION:			
			Employee Number:
			Tracking No:
			Control CW:

Occasional (One-Off) Work

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Universities Superannuation Scheme (USS) - A change in the law that affects you

Dear Colleague

To help people save more for their retirement, the government now requires employers to enrol their workers into a workplace pension scheme. To be a worker you must have a contractual relationship with the university, being either a contract of employment or a contract to perform work or services personally, and you must work in the UK.

To be automatically enrolled, if you are not already in a pension scheme, then you must also meet the following criteria:

- earn over £10,000 a year (£833 a month)
- be aged 22 or over; and
- be under State Pension age.

If this letter is being issued to you with a Claim Form for Occasional Workers (Form UEA4/UEA4 A), the work you are doing will also need to be assessed to ascertain whether you meet the Pensions Regulator's criteria of a "worker" before assessing against the criteria for automatic enrolment.

Where earnings fluctuate from month to month, or are irregular, or the contract is short-term/temporary, we will not automatically enrol you in the pension scheme when you first exceed the earnings threshold. Instead we postpone enrolment for a period of three months and check your earnings level on the fourth month.

If your earnings exceed the threshold, and you continue to meet the other criteria, then we will enrol you into the USS Career Revalued Benefits Scheme. In such circumstances we would write to you again. This date would then be referred to as your automatic enrolment date. Even if you are automatically enrolled you would still be able to opt-out if you wished.

Whilst you remain a worker and are not a member of the pension scheme, we are required to assess you against the criteria on a monthly basis throughout your employment and will write to you if and when you meet the criteria for automatic enrolment.

You do not need to do anything at this point. As explained we will write to you again if you are automatically enrolled into USS and explain the options available to you. However, even if you don't meet the criteria above, as long as you are between 16 and 74 years old, you still have the right to join the scheme if you want to. If you do wish to opt in at any time then please contact the UEA Payroll and Pensions section in writing by sending a letter, which has to be signed by you; or if sending it electronically, it has to contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme".

If you do have any questions at this point then you can refer to the following sources for additional information:

For further details on the new regulations, including a summary of frequently asked questions (FAQs), go to <https://intranet.uea.ac.uk/fin/autoenrol>

For further details of the USS pension scheme telephone 0845 068 1110 or go to www.uss.co.uk

For general information on pensions and saving for later life go to: www.direct.gov.uk/workplacepension

Or contact the UEA Payroll & Pensions office (email payroll@uea.ac.uk)

Regards
Payroll & Pensions
Finance

