FAQS FOR RECRUITING MANAGERS

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How do I recruit a temporary worker?

To recruit a student or Campus Jobs Temp, you need to go through the Recruitment Gateway.

The Recruitment Gateway is an online portal that determines the appropriate route for your part-time/temporary recruitment. There are three possible routes:

1. **Campus Jobs**

   For all student workers and temporary work up to 3 months.
2. **Recruitment Agency (Reed)**

   For any temporary role that cannot be undertaken by a student and is longer than 3 months in duration, or for specialist professionals.
3. **External Contractor**

   For external contractors or personal service companies, you will be directed to the ESQ form on the Procurement website.

If you are recruiting for a fixed term contract longer than 3 months, you will need to follow the HR approvals (SRF) route.

Further information about the Recruitment Gateway is available on the HR website.

What is the difference between the Master Vendor arrangement and Campus Jobs?

The Master Vendor for temporary recruitment is Reed. They are responsible for sourcing all temporary staff outside the scope of Campus Jobs. Further information about the scope of Campus Jobs is available on the HR website.

You may need to utilise Reed when you are hiring for a highly skilled, specialist or professional role, or when you need someone on short notice. For administrative positions that are not appropriate for students, you may like to consider hiring a Campus Jobs Temp (see *"Do I have to recruit a student?"* below).

Reed **should not** be used for student work of any duration.

The Master Vendor arrangement with Reed is managed by Procurement. If you have any queries about this arrangement, please contact procurement@reading.ac.uk

Do I have to recruit a student?

The ethos of Campus Jobs is: "If a student can do the work, a student should do the work." Our aim is to open up as many opportunities to our students as possible, providing them with essential work experience and developing their employability skills.

However, Campus Jobs can provide a mechanism for you to engage non-student workers. (These workers are normally graduates, family members of University employees, retired employees, friends of the University, etc.)

If you would like to recruit a non-student for your role, please contact us on extension 4499. Your worker will need to register as a Campus Jobs Temp before they start their assignment.

A Campus Jobs Temp cannot be engaged in a single assignment for an initial period of more than three months. An assignment may be extended for a further three months, if required.

Please note, University staff on a substantive contract cannot register with Campus Jobs for temporary work.

How much should I pay my worker(s)?

To ensure equal pay for equal work, we offer standardised rates of pay for all Campus Jobs assignments. Please see the Temporary Worker Framework.

How many hours can a student work?

UK and EU students should work no more than 20 hours per week during term-time. They can work up to 36 hours per week during vacation periods.

Tier 4 students are limited to 10 or 20 hours per week during term time, in accordance with Home Office regulations. The permitted number of hours is stated on their BRP (Biometric Residence Permit). For further guidance on Tier 4 regulations, please see the HR website.

How do I get approval for my recruitment?

Please fill out the form on the first page of the Recruitment Gateway. This will tell you which route to take for your recruitment. If the outcome is Campus Jobs, click on the **Go** button to access the Campus Jobs approval form.

The approval process for Campus Jobs calculates a *maximum total cost*, including on-costs such as holiday pay, National Insurance, tax and pension contributions. When inputting the number of hours for the assignment, please take these costs into consideration. (You may not need to pay all of the costs, depending on who you recruit for the role.)

You can use the Excel spreadsheet on the HR website to estimate the cost of your recruitment. We would advise you to input the *maximum* number of hours required to complete the work.

Can I use multiple account codes when requesting approval for my assignment?

Unfortunately, it is not possible for our systems to accept payment from multiple account codes.

Why not?
We set up each assignment on our system with a unique cost string. Using multiple account codes for one role would require us to set up multiple assignments for that role. Consequently, each stage of the recruitment process (assignment offer, acceptance by worker, timesheet submission and timesheet approval) would need to be completed multiple times for a single role. This would create an overly complicated and confusing scenario for both workers and managers.

What should I do instead?
When requesting approval for your assignment, we advise you to use a single account code for that assignment. Thereafter, you can internally transfer the funds from other accounts to cover the cost of your recruitment.

Once my approval has been submitted where does it go?

This depends on the cost of your recruitment. The approval thresholds for Campus Jobs can be found on the HR website.

The approval route follows a P2P workflow, as set up in Agresso. If you have a query about the workflow for a project code you have used, please contact Financial Systems at financial-systems@reading.ac.uk

If you are aware that one of your approvers is away for an extended period and the approval needs to be temporarily re-routed to someone else, please contact Campus Jobs as soon as possible: campusjobs@reading.ac.uk

What does Campus Jobs do with my approval?

- Campus Jobs cannot set up an assignment until your request has been approved. We do chase approvers, but you may wish to assist with this within your department.

- Should an approver wish to log in and see what approvals are pending, they can visit https://hrforms.reading.ac.uk/RGAdmin

- Once the approval is fully signed off, we will set up the assignment on our online system. Thereafter, there are two possible routes:

    1. For **named appointments**, we will immediately offer the position to the worker(s). We can only offer an assignment if a candidate has already signed a Campus Jobs contract and provided their Right to Work documents. (We tend to contact named appointments before the role has been approved, to start the ball rolling. We will chase any candidates who have not provided the relevant documents.)

        Workers must log in to the Campus Jobs portal to accept their offer. After they have done this, we will place them on the Campus Jobs payroll and issue them with an online timesheet.

        Please note, there may be a delay in placing workers on the payroll, depending on the date in the month and whether payroll is being run. (During the payroll run, some HR systems are shut for processing.)

    2. For **roles that need to be advertised**, we will post an advert on the Campus Jobs portal and invite candidates to apply. (See below for further information.)

I want to advertise a role to students. What do you need from me and what will happen next?

To advertise a role, we need you to provide the following information:

- A job description or list of duties/responsibilities
- A person specification, outlining key attributes/skills/experience required
- Any planned interview dates
- Any application questions you would like candidates to answer when applying. (Would you also like them to submit a CV with their application?)

When we post the advert on the Campus Jobs portal, we will choose an appropriate Talent Bank for the role. Talent Banks allow students to register interest in particular areas of work. When a vacancy arises, we will contact people in the relevant Talent Bank and encourage them to apply. (Jobs are also visible to those who have not registered for the Talent Bank.)

After the closing date has passed, you will need to shortlist candidates for the role. Please see the HR website for further information on the shortlisting and selection process.

What checks do you perform on workers?

Right to Work checks

In accordance with Home Office regulations, we must ensure that all workers have a right to live and work in the UK. Every Campus Jobs worker must provide documents to demonstrate this. Workers must provide the original documents – we cannot accept photocopies or scans.

For *UK and EU citizens*, we take copies of their passport or EU identity card. UK citizens may also provide their long birth certificate, along with a formal document that shows their National Insurance number.

International students must provide a valid Biometric Residence Permit (BRP) and a passport.

DBS (Disclosure & Barring Service) checks

Some Campus Jobs assignments require a DBS check. We will undertake the check on your behalf, but your department must cover the administrative cost. There are three levels of DBS:

- *Enhanced*   *£51.20 (this is the one most frequently used)*
- *Standard*   *£33.20*
- *Basic*   *£32.20*

Campus Jobs Contract

Every worker must sign a Campus Jobs contract before they start an assignment. The contract covers them for a whole academic year and allows them to undertake multiple assignments. For each individual assignment, a worker will receive an assignment offer via email, which outlines the specifics of their assignment.

My worker(s) will need an associate account to access IT systems, print documents and gain access to buildings. How do we set up these accounts?

- Tell us the name(s) of the worker(s) who need an account.
- We will request associate accounts on your behalf (typically, they are created overnight) and forward them to your workers directly.
- If your worker requires an associate staff card, they can come to the Campus Jobs desk in the Carrington Building to collect one.

My workers are submitting timesheets. How will I know when to approve them?

You will receive an automated email whenever a timesheet has been submitted. This must be approved (or rejected) before the payroll deadline.

To approve a timesheet, log in to the system at https://timesheets.reading.ac.uk – you will need to log in via the University network or utilising the VPN service.

The deadlines for submission and approval can be found at:
www.reading.ac.uk/web/files/humanresources/Campus-Jobs-Deadlines.pdf

I need to add an additional worker to my assignment. How can I do this?

Tell us the name of the worker and we will add them to the existing assignment. If the worker has not already registered for Campus Jobs, they will need to sign a contract and provide Right to Work documents before we can issue them with a timesheet.

Please be aware of the hours that have been financially approved for your assignment. You must ensure that the approved amount will cover the pay of any additional workers assigned to the role, along with any associated on-costs.

I am part-way through my assignment and would like to increase my workers' hours. I'm not sure how much of our budget we have spent, can you help with this?

We can tell you how much of your budget was spent in the last payroll run (or in previous payrolls, if the assignment is ongoing). If you request data early in the month or mid-way through, we will provide an update at the end of the month, after payroll has been run.

I need to extend an assignment. What should I do?

You will need to submit another Campus Jobs approval, requesting additional hours and approval for the associated financial costs.

I have recruited a Campus Jobs Temp and they are approaching the three month point. Am I allowed to extend their assignment?

Campus Jobs Temps are allowed to work for three months in any academic year. This could be in a single assignment, or in a number of short-term assignments.

If you wish to extend your temp's assignment for a short period, we can do this for another three months. (In total, they can work a maximum of six months.) If you decide to keep on your Campus Jobs Temp for longer than six months, they should be transferred to HR Operations for a substantive post.

I have a student who will be graduating before their assignment ends. Will this cause problems if they are engaged through Campus Jobs?

After your worker has graduated, their student profile will expire and they will need to register as a Campus Jobs Temp. They will receive a new log in for the Campus Jobs portal, but will still be able to access their timesheets in the same way.

Please note, after they have become a Campus Jobs Temp, your worker will fall under the restrictions of a temporary worker – i.e. they cannot be engaged in a single assignment for an initial period of more than three months. Their assignment may be extended for a further three months, if required.

HR Tips

I am not satisfied with the worker I currently have and would like to terminate their assignment early. How do I do this?

- Students and Campus Jobs Temps are engaged on a temporary contract with no set hours. It is therefore possible to terminate the arrangement at any point.
- You should inform the worker that they are no longer required. After this has occurred, please advise Campus Jobs that the worker's assignment has been terminated.
- The worker must be paid up to their final hour of work.

I have a worker who is off sick, what should I do?

Please inform us when the worker has been off sick for more than four days – we will investigate if they are eligible for any sick pay.

I have a worker who is due to go on maternity leave. Are they entitled to Statutory Maternity Pay?

As they are engaged as a worker and not a University employee, they are not generally entitled to Statutory Maternity Pay. However, please contact us, or ask the individual to contact us directly, and we will investigate their options.

I have a worker who requires extra breaks due to their religion and specific prayer times. What are my obligations as their line manager?

- Whilst efforts should be made to make some reasonable adjustments, you are not obliged to permit extra breaks.

- If you allow your worker to take extra breaks, these breaks should be unpaid.

- As religion is a protected characteristic, you cannot terminate the worker's assignment if they request extra breaks.

- We advise that you speak to the worker in question, find out how many breaks they need and when, the duration of the breaks, and if they need to go anywhere specific. Thereafter, you should work out any adjustments or compromises between you.

- Please contact Campus Jobs or the HR Adviser for your department if you are unsure of anything.

Contact the Campus Jobs team

If you have any feedback on these FAQs, or feel that we have missed something, please contact us on extension 4499 or email campusjobs.reading.ac.uk

Please note that Campus Jobs Training is available via People Development. To book a place, log in to Employee Self Service, click on "Book onto a training course" and then "Search learning activities".