Employment of Postgraduate Students v24.8.2018
Key steps in PTA process – for stakeholders

HR contacts for queries:

CEMPS	hrateamc@ex.ac.uk
CLES	hrateamb@ex.ac.uk
CSSIS	hrateamd@ex.ac.uk
HUMS	hrateamd@ex.ac.uk
UEBS	hrateama@ex.ac.uk
UEMS	hrateama@ex.ac.uk

KEY:

Steps taken by Colleges (eg DoE/PTA Coordinators)

Steps taken by People Services

START

Assessment of workload allocation and hours required to be covered by postgraduate students

Regular, ongoing planned hours?

NO → For one off, casual, ad hoc hours please go straight to the claims process: http://www.exeter.ac.uk/staff/employment/tempworkers/casual/managers/ Note: If the student is already employed, use the PTA103 Additional Hours form

YES

Budget identified/confirmed

Expressions of interest from postgraduate students

Assessment of postgraduate student suitability and availability matched to work and hours required

Right to work check undertaken: http://www.exeter.ac.uk/staff/employment/righttowork/proof/

Complete PTA spreadsheet from People Services (sent termly)

Follow the advice in the "Employment of postgraduate students: Code of Good practice" relating to the use of HAT forms

To add more regular, ongoing, planned hours to a student's contracted hours email People Services. Casual hours can be claimed using the PTA103 Additional Hours form

Spreadsheet with right to work documents returned to People Services (humanresources@ex.ac.uk)

Your college will advise you if copies are required to be sent to other parties

Advise HR if Disclosure & Barring check or Security Screening for Home Office designated facilities is required

HR complete initial set up on Trent

HR issue contract with Additional Details Form, via Adobe sign

Postgraduate student signs and returns contract and Additional Details Form

HR completes Trent set up

HR RTW check process undertaken, removed from payroll if not received

Postgraduate student is paid automatically each month

Remember to follow the leaver process to stop automatic payments being made if the PTA does not fulfil their work commitments

END