

## Process for Engaging Hourly Paid Casual Staff

Casual staff can be engaged for ad hoc, one-off work that is no longer than one month and no more than 35 hours in total. Rates of pay for casual staff should correspond to the current LSE pay scales inclusive of holiday rate. Payments against casual claims are usually processed one month in arrears, provided completed [claim form](#) is received by the published [payroll deadlines](#).

Where appointees will be working in excess of these limits (in terms of total hours worked or period of employment) Occasional Teacher, Hourly-paid Researcher or Hourly-paid Support Staff contract templates should be used. The templates for these contracts can be downloaded [here](#).

### **Right to Work**

IMPORTANT - Please make sure the casual staff have the correct right to work documents before they can start work. All casual staff - new and re-employment – must complete Right to Work check with HR **before they commence any casual work**. Please note the School will not process payment where a satisfactory Right to Work check has not been completed before or on their start date.

If you need to check if someone is currently on LSE payroll or if you are not sure - please send an email to [hr.pay.hourly@lse.ac.uk](mailto:hr.pay.hourly@lse.ac.uk) and Hourly team will respond to your email query.

If you wish to employ a casual member of staff, HR requires the following information:

### **Step-by-Step Guide for Managers**

#### Step-1: Initial Request

Line manager sends an email to [hr.pay.hourly@lse.ac.uk](mailto:hr.pay.hourly@lse.ac.uk) with the following information:

- Casual Staff Name (First Name and Last Name)
- Start date
- Date of Birth
- Email address
- Are they a UK/Irish National? (yes/no)

#### **Step-2: Right to Work Check**

HR sends an email to the casual staff inviting them to a Right to Work check. Casual staff completes Right to Work check

#### **Step-3: Onboarding**

If the casual staff requires an LSE ID card, line manager completes [Ancillary Card Form](#) to request Central Badging Office (CBO) to issue the card. CBO sends a PlayRef to the Line manager by email and issues LSE ID card based on the Ancillary Card form submitted by the Line manager. Queries regarding Ancillary Card Form should be sent to [lse.badging.office@lse.ac.uk](mailto:lse.badging.office@lse.ac.uk)

If required, line manager requests IT access for the new starter via email to [tech.support@lse.ac.uk](mailto:tech.support@lse.ac.uk) providing following details:

- PlayRef number (issued by CBO upon receipt of Ancillary Card Form)
- Full Name
- Date of Birth

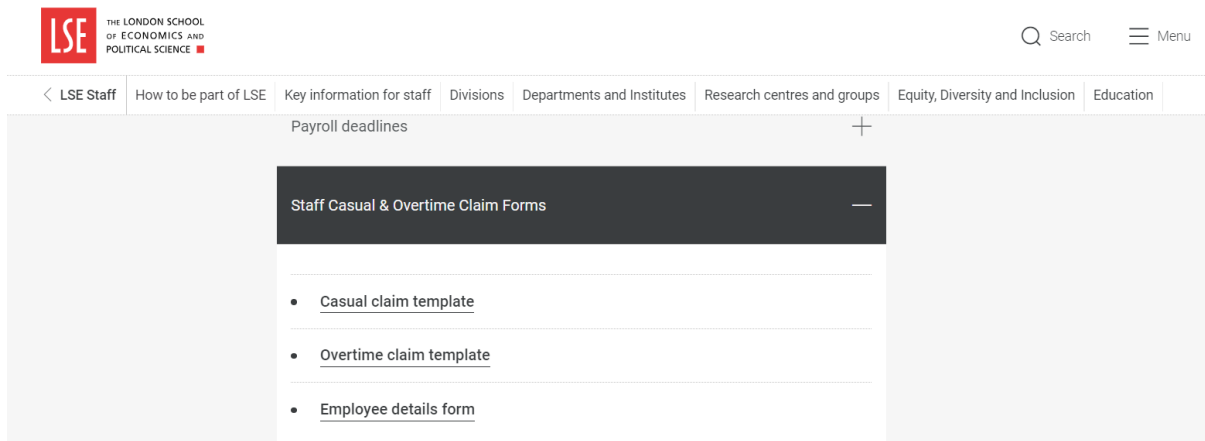
- Department
- Start date
- Expected End date
- Personal Email address

#### Step-4: Induction

On the first day of work, line manager should ask the Casual worker if they have completed Right to Work check. If not, line manager must not allow the Casual worker to undertake work until they have completed Right to Work check with HR. Since Casual work is one-off and non-recurring by nature, if a Casual worker is re-engaged for another one-off work at the School, they must complete the Right to Work check again as their previous Right to Work check is only valid for the duration of their prior Casual work at the School.

#### Step-5: Payment

Upon completion of work, line manager sends completed [Casual Claim Form](#) and completed [Employee Details Form](#) to Payroll



Payroll contacts HR Hourly team about any queries or further checks (for example for New casual staff). HR processes any updates/changes on HR system and send a confirmation to Payroll. Payroll processes payment in the following pay run