**E-Mentor Request Form:**

**2023/2024 Academic Year**

**1.** **Faculty:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.** **School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.** **Cost Code:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **4. Campus:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: Failure to complete all sections of the form correctly may result in delays in processing this request.**

**5.** **Source of Funding**

**(a) Cost centre \_\_\_\_\_\_\_\_\_\_\_**

**(b) I confirm that there is currently sufficient funds in this cost centre to support this request**

 **Yes [ ]  No [ ]**

**PERSONAL DETAILS OF E-MENTOR**

**6. Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8. Contact Telephone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9. E-mail Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10. National Insurance Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**11. Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REGISTRATION DETAILS**

**12. Does this request relate to an E-Mentor already registered with the University?**

 **Yes [ ]  No [ ]**

 **If no, please state reason for the nomination to the Register**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ENGAGEMENT DETAILS**

**13. Engagement Period - Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **End Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**14. Total number of hours to be worked during engagement period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**15. Rate of pay: E-Mentor [ ]** £23.88 per hour (which includes £2.59 allowance for holiday pay)

 \* Separate rates are available for e-Academics and E-tutors. Contact People and Culture for details.

**16. CONFIRMING IDENTITY (No payment will be made unless this section is fully completed)**

Will this E-Mentor be undertaking his/her duties whilst living in the UK?

 **Yes [ ]  No [ ]**

**If this E-Mentor is undertaking their duties whilst living in the UK,** under regulations introduced by UK Visas & Immigration (UKVI), the University is required to verify the identity of all hourly paid E-Mentors, before taking up an engagement. For most this will be a relatively simple process involving checks on their original passport. You must therefore attach a copy of the hourly paid E-Mentor’s passport and complete the questions below.

**I confirm that I have inspected this hourly paid E-Mentor’s original passport [ ]**

 **The date on which this right to work check was made:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*As advised by UKVI, the University, as an Employer, cannot rely upon former ‘Right to Work’ checks which have been carried out for individuals who have previously been employed, even if they were EEA nationals and are being re-engaged. Therefore, it is necessary for the University to conduct a ‘Right to Work’ check again and record the actual date when this check was conducted.*

 **Was passport inspected prior to commencement of duties? Yes [ ]  No [ ]**

*(Passports must always be checked prior to commencement of duties)*

**If ‘no’ please provide explanation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details of person who inspected the passport Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(Print Name)**

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have attached a copy of this hourly paid E-Mentor’s passport [ ]**

**(including relevant pages (i.e. personal details page and pages with UK government endorsements)**

**If the passport produced has a different name to the one the E-Mentor currently uses, further documentation is required to explain the reason for this e.g. a marriage certificate, a divorce degree, a deed poll or statutory declaration.**

**If the E–Mentor does not have a passport, please contact your HR Business Partner to obtain details of other documents which UKVI deem to be an acceptable alternative, in order to confirm a right to work in the UK.**

**Notification of Changes**

To prevent overpayment, notification of any reduction in the hours of work specified on this Form should be given to People and Culture as soon as possible.

**Request initiated by:**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

 **(Print Name)**

**Authorised by Head of School**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

 **(Print Name)**

**Notes**

**Payment Method**

If total number of hours is more than 20, payment will automatically be equalised over the total employment period; where total number of hours is equal to or less than 20, a one-off payment will be made at the end of the month following completion of the employment period.

**Claim Sheets**

As payment is now made in equalised instalments over the engagement period or as a one-off payment at the end of the engagement period, submission of claim forms on a monthly basis **is no longer required.**

 For completion by People and Culture

 ID Checks completed Yes [ ]  No [ ]

 Signed HR Support Assistant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Approval for more than 120 hours (if appropriate)

 Signed Head of Consultancy, Recruitment

 Services and Policy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_