**FAQs - HOURLY PAID AND CASUAL STAFF DURING COLLEGE DISRUPTION –
UPDATED 19 MARCH 2020**

*Please do not leave any hard copy timesheets in the HR Post Box or put into internal
mail as they might not reach us in time to be processed. Please use the methods
outlined below.*

**Q1. I am an hourly paid/casual member of staff - will I still be paid during the College
disruption?**

You will receive the same pay as if you had been working, based on hours already allocated
to you

Q2. I am hourly paid – what happens if I am off sick?

You should follow the sickness reporting procedures for College disruption, record your hours
on the appropriate form or email as per below, indicating you are off sick. If you follow these
procedures, you will be paid sick pay, based on hours already allocated to you

Q3. I am a casual worker – what happens if I am off sick?

As a casual worker you are not entitled to sick pay.

Q4. I am hourly paid – will I get my holiday pay?

You will be paid holiday pay as normal. However, during this period payment may be delayed.

Q4. I am hourly paid/casual - how will I submit my timesheets?

Special arrangements have been put in place during this period to ensure hourly paid and
casual staff continue to be paid.

*Your usual timesheets have been uploaded to the College Website and are on the HR
Portal. Please follow the procedure below to ensure you are paid.*

1. You will follow the usual timings for submission of claim forms as detailed on the reverse
    of the forms. See below.

2. Email CIPayroll@colchester.ac.uk and your line manager with either a completed (and
    attached) Hourly Paid Claim Form, for hours you have ***already worked*** and/or a Claim
    Form ***for hours you are scheduled to work during the College Closure***.

3. We realise not everyone can download and scan forms from home. Therefore you can
    make your claim by providing the following information in an email
    toCIPayroll@colchester.ac.uk and your line manager:

18/03/2020

Name:
Payroll Number (if known):
Date of birth:
NI Number:
Department:
Type of Staff e.g. Business Support, FE Teaching, HE Teaching

Week Commencing:

Date: *Day of Week:*   *Hours Claimed:*

Total Hours for Week:

Please note if you are emailing from a private email, you must include your date of birth and NI number for data protection purposes.

4.   On your return to work your timesheets must be authorised by your line manager, or if you have submitted emails you will need to complete timesheets/

Please note that this temporary process may mean an under or overpayment of salary which will be corrected at the earliest practicable pay run.

Q5. I am an invigilator with no set hours of work – what can I claim?

We have never been able to guarantee hours for invigilators as they are usually allocated on a weekly basis, subject to invigilator availability and exams demand. Therefore invigilators will not be able to claim any hours during the College disruption.

Please note that any abuse of these temporary arrangements for pay will result in disciplinary action.

GUIDANCE NOTES

- To avoid delays in payment please ensure all details are fully recorded, including 'week commencing' dates
- Claims with differing budget details should be submitted on separate claim forms
- Claims should only be made for hours worked. Sickness should be claim on the 'Sickness Claim Form for Hourly Paid Staff'

Period of claim	Deadline for claim to reach Area Head for authorisation	Deadline for authorised claim to reach Human Resources	Payment date
01 July 2019 – 28 July 2019	30 July 2019	01 August 2019	23 August 2019
29 July 2019 – 1 September 2019	03 September 2019	05 September 2019	26 September 2019
02 September 2019 – 29 September 2019	01 October 2019	03 October 2019	25 October 2019
30 September 2019 – 27 October 2019	29 October 2019	31 October 2019	26 November 2019
28 October 2019 – 24 November 2019	26 November 2019	28 November 2019	19 December 2019
25 November 2019 – 29 December 2019	31 December 2019	02 January 2020	24 January 2020
30 December 2019 – 26 January 2020	28 January 2020	30 January 2020	26 February 2020
27 January 2020 – 01 March 2020	03 March 2020	05 March 2020	26 March 2020
02 March 2020 – 29 March 2020	31 March 2020	02 April 2020	24 April 2020
30 March 2020 – 26 April 2020	28 April 2020	30 April 2020	26 May 2020
27 April 2020 – 31 May 2020	02 June 2020	04 June 2020	26 June 2020
01 June 2020 – 28 June 2020	30 June 2020	02 July 2020	24 July 2020
29 June 2020 – 02 August 2020	04 August 2020	06 August 2020	26 August 2020
03 August 2020 – 30 August 2020	01 September 2020	03 September 2020	25 September 2020
31 August 2020 – 27 September 2020	29 September 2020	01 October 2020	26 October 2020
28 September 2020 – 01 November 2020	03 November 2020	05 November 2020	26 November 2020

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