Sessional Teachers' Handbook

Updated November 2024

Contents

Sessional Teachers- Overall Process

Department	Recruitment and allocation	Recruitment process advertised on the department website	Recruitment	Contracts are allocated and requested for processing
Routes into STP	I have previously worked on VAM payroll at the University	I have previously been enagaged via STP	I am new to the University	I work on Unitemps
Process	The University will already hold your details. You will be transferred across and receive your contract	The University will already hold your details.	The STP team will contact you for a Right to Work check	The STP team will contact you for a Right to Work check. Unitemps is a separate entity.
Payroll number	Your payroll number is the same	Your payroll number is the same	You will receive a payroll number.	You will receive a payroll number.
Email contract	You will receive an email contract with the details of your work and how to claim for your hours via the STP website			
Submitting payments	You will be required to submit an online timesheet on a weekly basis via the STP website			
Payment approval	Your department will process the timesheets			
Pay date	On the 24th of each month			

Introduction

Welcome to the Sessional Teaching Payroll (STP) handbook.

This handbook is designed to provide sessional teaching staff with a step-by-step guide through the STP process, including departmental recruitment of sessional teachers, the registration process, the issuing of contracts, timesheets and important dates to note.

As of August 2017, STP has been implemented across all departments engaging sessional teachers in the University.

In 2018, Student Careers and Skills and LDC have joined Sessional Teaching Payroll as a way to engage facilitation roles.

STP is a University of Warwick Human Resources service. The STP pilot has ran between 2015/2017 across 9 academic departments. STP has now been implemented across all academic departments with the aim of delivering a fair, transparent and consistent approach to the recruitment and remuneration of hourly paid and sessional teaching staff.

STP replaces the systems through which departments had previously been paying sessional teaching staff – the Variable Monthly Payroll (VAM) – and to improve engagement conditions for all sessional teaching staff.

Whether you are new to STP, or returning in 2019/2020 this handbook will guide you through the processes for the forthcoming academic year.

Department Recruitment

Hourly paid and Sessional Teaching staff consist of a wide range of individuals including:

- Postgraduates
- Specialist Practitioners
- Visiting Academics
- Postdocs

Each academic department is responsible for the sessional teachers they recruit.

As per the guidelines outlined by the Board of Graduate Studies and Board of Undergraduate studies, in the 2017/18 academic year, each department who recruit Sessional Teachers will operate its own recruitment process with regards to Postgraduates who teach.

You will find information regarding your own department's recruitment policy, the process involved and available positions, on your departmental website. All departments have established a transparent procedure for recruiting postgraduates and a designated person will have responsibility for this task.

All departments engaging postgraduates in teaching roles will also publish a statement of departmental practice, which you will find on your department's website.

The Policy on the Engaging of Postgraduates as Teachers can be found on our website.

For further information, relating to departmental practices, please visit the University of Warwick's Graduate School website.

Joining STP

If your department has allocated teaching work in academic year 2019/2020, you will be required to join STP.

The registration process differs based on your circumstances:

I have never worked at the University	**You will need to:**
	
	• Book an appointment to conduct an Eligibility to Work check with the STP Team. The STP Team will be in touch with details on how to do this.
	• This will include:
	    o Providing original documents that prove your right to Work in the UK
	    o Completing a Payroll Starter Form with bank details
	    o Completing a Criminal Conviction Declaration Form
	Please note that it is illegal to conduct any paid work prior to this appointment.

I have previously worked at the University on VAM	STP is a University of Warwick Payroll. If we already hold your records you may not need to do anything. Should the STP Team require any further information they will be in touch.

I have previously worked/ am currently working at the University through Unitemps	As Unitemps is a subsidiary of the University of Warwick, **you will need to:**
	
	• Book an appointment to conduct an Eligibility to Work check with the STP Team. The STP Team will be in touch with details on how to do this.
	• This will include:
	    o Providing original documents that prove your right to Work in the UK
	    o Completing a Payroll Starter Form with bank details
	    o Completing a Criminal Conviction Declaration Form
	Please note that it is illegal to conduct any paid work prior to this appointment.

I have a salaried position at University of Warwick*	The University already holds your records. No further action is required. Please note that all STP contracts for salaried members of staff go through a HR approval process.

It is essential that you complete the registration process, including your eligibility to work check, before you begin teaching.

Returning to STP

I have previously worked at the University of Warwick through STP	Should the STP Team require any further information they will be in touch.

STP Rates Summary and Role Profiles

There are nine role profiles for sessional teaching, which specify minimum knowledge, experience and duties for each role. Each role has been evaluated to determine pay grade.

The role profiles are available here

Contracts

After you have completed your registration process and eligibility to work check, you will receive your contract from the STP team. The contract will be sent to you via email and contain similar information to the example below:

Department: Example department

Assignment Title: Associate Tutor

Hourly Rate: £ **14.66 +** £ **1.77** Holiday pay

Details of your duties: Please see role profile attached.

Expenses: No.

Your academic contact for this assignment is: Joe Bloggs

Your departmental administrative contact is: Jane Bloggs

Module name: Example Module 1

Start date: 01/10/2018

End date: 02/10/2018

Contact hours: 10

Preparation hours: 5

Marking Hours: n.a

Other hours: 2

Other hours details: Training - H&S and Diversity

Total: 17

If you are teaching multiple modules on the same pay scale, within the same academic department, details of these will mostly likely be contained in the same email.

However, if you are teaching assignments across different departments and/or on different pay grades, you will receive a single email for each one. You can view the details of your contract by logging in on the STP page.

Amendments

If your contract is amended, you will already be aware of this as your department will communicate any changes to you. These changes in your contract details will also be reflected on the STP page.

In the event of a contract amendment, you will receive an email similar to your original contract, with amendments highlighted in red.

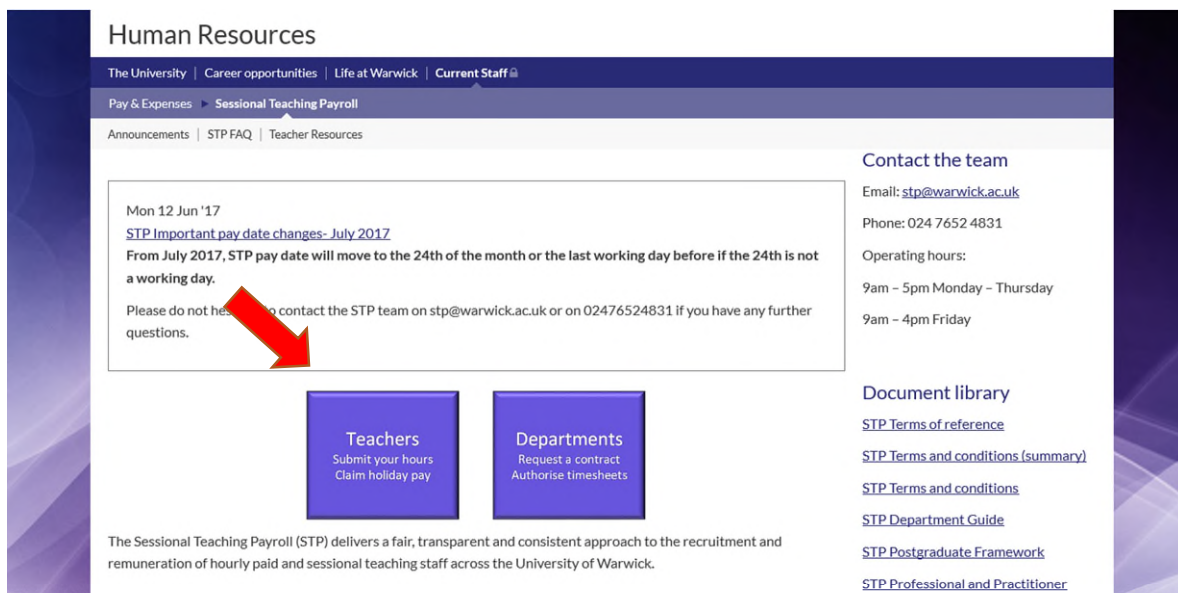# Timesheets

A timesheet is a method of recording your hours on a weekly basis, providing a reflection of the hours worked during that week.

All sessional teachers are required to submit a weekly timesheet to claim for their hours. You should submit your hours online at the end of each week. Your administrative departmental contact is asked to authorise these hours before they are processed for payment.

Below is a step-by-step guide on how to submit your timesheets:

**Step 1:** Go to the STP website and click the Teachers button

Step 2: On your Teachers dashboard, you can select to submit your hours

What would you like to do?

Submit hours

Claim holiday pay

Assignment Statement
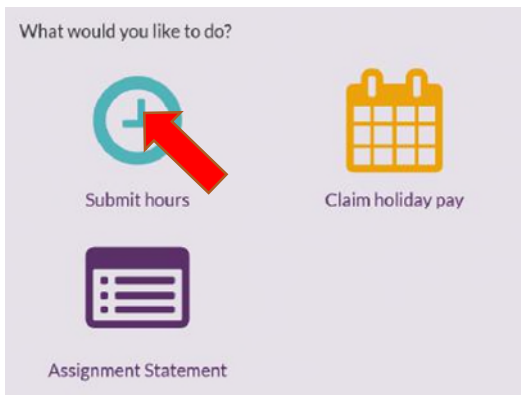
Step 3: You will be asked to select the job title, week ending date and module you would like to submit a timesheet for. Make sure you click the Select button once you have filled in the details. This will take you to the timesheet page.

Submit hours

Job title

Select

Week ending date

Module
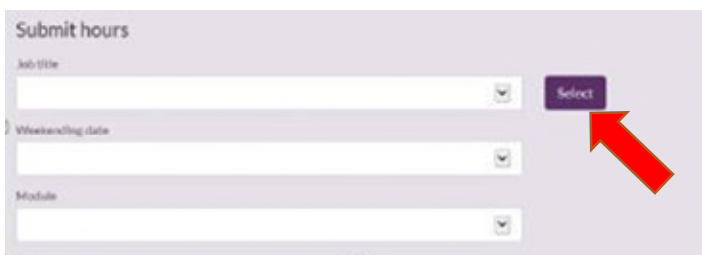
Step 4: Fill in your hours. There are two different methods of timesheet:
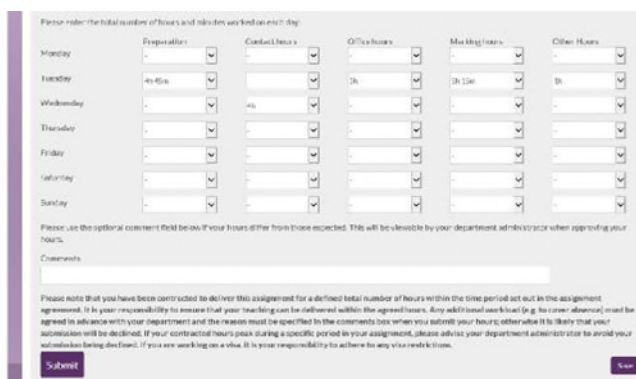
A simple timesheet detailing the number of hours worked each day *[right]*

A detailed timesheet showing a breakdown of the hours worked each day *[left]*

Simple

Detailed

Your method of submitting hours will be determined by your department and detailed in your contract, which you will receive via email. Your academic department may also inform you of this.

Any hours submitted after the monthly deadline or not authorised in time by your department cannot be paid that month and will be included in the following month's payment.

> **Step 5:** Once your timesheet has been submitted you will receive a confirmation email as shown below.

Hello _____ ,

See below for details of the hours you submitted at 03/08/2017 13:15:25.

_____ job

Week ending	23 July 2017
Total hours	18
Status	Entered
Total pay	£444.96
Module	ExampleModule2

Day	Date	Hours
Tuesday	18/07/2017	14:00
Wednesday	19/07/2017	04:00
—		

Best regards,
The STP team

When submitting a timesheet you will also have the option of putting a note on the system which will allow you to explain any discrepancies or further details in relation to your hours worked.

Please note, at the bottom of the timesheet page there is a **SUBMIT** and a **SAVE** button. Clicking save will save your timesheet to be edited later. Clicking submit will send your timesheet for authorisation.

If your timesheet is rejected, you will receive an email informing you of this along with the reason for rejection. You will be able to re-submit hours immediately.

Important Guidelines

- ❖ Hours must be submitted in a timely manner adhering to the payroll cut-off deadlines as advised by the STP Team for the previous week's work
- ❖ Hours must then be authorised by your department by the Departments cut-off deadline
- ❖ Monthly payroll cut-off deadlines are calculated so that they include at least four calendar weeks
- ❖ Payment is made to your nominated bank account on the **24th of each month.** Hours submitted after the deadline, or not authorised in time, may not be paid that month.

Induction Training - New Starters

New starters are required to read essential information and complete online training on this webpage upon joining the University. Completion is monitored online.

To access the induction training, please click **here.**

Staff Categories for Induction Training

The Induction Training webpage specifies training to be undertaken by staff in each functional role. These are broken down into:

Staff who work in Academic roles

Staff who work in Campus and Commercial Service roles

Staff who work in Estates roles

Staff who work in Professional Services roles

The Induction Training will include the following e-learning modules for **all staff categories**:
- Security and Information Management
- Health and Safety
- Finance

These must be completed within **two weeks** of your induction.

These e-learning modules will help **all staff** to understand how to deal with (collect, hold and manage) personal data.

Health and Safety is the responsibility of everybody at the University. **It is essential that ALL must follow Health & Safety procedures and take of ourselves and others.**

All staff are required to complete Social Inclusion training within **4 weeks** of their induction. It is important for learners to refresh their inclusion training and knowledge every few years, as legislation, terminology, and best practice progress regularly.

It may be of particular relevance to front line or customer-facing colleagues and ALL who have a leadership or management role.

The rest of the training modules are dependent upon your role, please check with your supervisor/ manager for your requirements.

Payroll Cut-off Deadlines

STP will update their payroll cut-off deadlines on the STP website.

You will also receive timesheet submission reminders regularly on your email.

Please note, if you are a salaried member of staff of the University and you also hold an STP contract, the payroll cut-off deadlines will be different due to payroll processing times. This will be communicated to you every month via email.

Holiday pay

All Sessional Teachers will receive 28 days' holiday pay per annum pro rata. Holiday pay is an additional amount to your standard wage and accrues for each hour worked. You can claim holiday pay online in the Tutor area - please refer to the guidance document online, which illustrates how to claim holiday pay.

We cannot automatically process holiday pay without a claim as this would constitute rolled up holiday pay which is against EU legislation. The holiday year runs from 1 October through to 30 September and you will be required to claim all holiday pay during the course of the holiday year in which it accrues.

Although the STP team will send out reminders before the end of the holiday year, it is the sessional teacher's responsibility to make sure that all their holiday pay has been claimed before the start of each new holiday year.

- Holiday pay is accrued with every hour that you work.
- Holiday pay is based upon the pro rata equivalent of 28 days per annum.
- Holiday pay is available to claim after your hours have been approved by your department.
- Claims for holiday pay must be submitted before the main payroll deadline.
- Requests made after a payroll deadline will be processed for the next available payroll run.
- Please be aware that you are unable to submit partial claims.

Card Access and Warwick Email Login

Once the registration process has been finalized and a payroll number has been issued, the STP Team will send contact you with an email to notify you of this.

Once you have received your payroll number, you will need to register it here:

Registration link: https://websignon.warwick.ac.uk/origin/account/register

Once registered, this will generate a Warwick staff email and a username that you will be required to use in order to access Warwick pages, including the STP website for the submission of timesheets.

All Sessional Tutors are able to get their staff card from University House, HR reception. Please check on the HR website for the schedule with HR reception.

Adding an Additional Account on Outlook

If you are a student at University of Warwick and have activated your staff account, you may wish to add both of the emails in Outlook.

Outlook has got the option on adding a different account;

Please see instructions below:

https://support.office.com/en-us/article/add-an-email-account-to-outlook-6e27792a-9267-4aa4-8bb6-c84ef146101b

Frequently Asked Questions and Common Queries

- The details on my contract seem to be incorrect

If you have received your STP contract and they seem to be incorrect, please email your department for clarification.

- My timesheet has been rejected/ not been approved yet

Your department is responsible for approving all timesheets. Please contact them for clarification.

- Why have I been allocated this rate of pay?

All STP work is mapped to one of the Role Profiles and the rate of pay determined by it. If you have any questions regarding this, please contact your department.

- I am unable to submit my timesheet

Please contact the STP Team for advice.

- I am unable to login on the STP website

Please contact the STP Team for advice.

- I wish to change my personal details

If you have a change of personal information, for example; bank details or receiving your National Insurance Number, please email STP and we can ensure this is amended. If you have had a change of name, you will need to come in with proof of your name change and ID so we can witness it.

- I would like to request my P45

If you would like to request your P45, please email the STP team. We will ensure all of your holiday pay has been claimed and once the last payment has gone through, we can process your P45. Please include the address where the P45 should be posted.

STP Coordinators & Forums

Each department will have a nominated STP coordinator to whom you can address any feedback and raise any concerns if you are not satisfied with the resolution of a dispute. A list of the current STP Coordinators in departments is published on the STP website.

Each department will hold an STP Forum per term in order to allow feedback and discuss any concerns. The dates of the forums will be communicated by the department.

Dispute Resolution Routes

As per the STP Framework, available [here](#) :

Where STP Tutors have questions or concerns they should address these to the Module Convenor or the academic they normally liaise with in relation to their teaching role. Should matters not be resolved by them, they can be escalated to the Head of Department. Should all departmental efforts at resolving concerns or complaints fail, then these will be resolved by the PVC Education or nominated representative. All parties should attempt to resolve issues at the local level in the first instance. STP Tutors have the right to be accompanied to all meetings convened for the purpose of dispute resolution by a Trades Union representative or another work colleague.

Summary Escalation Route:

1. Module Convenor/ academic responsible for the role

2. Head of Department or nominated representative

3. PVC Education or nominated representative

4. University Grievance Policy

Pensions

Employees and workers not in one of the University pension schemes are assessed for auto enrolment into the relevant scheme using the following criteria:

- Aged between 22 and state pension age
- Earning more than £10,000 (£833 per month)
- Working, or usually working in the United Kingdom

If you are already in USS in relation to other STP contracts, then you will also have this work pensioned under USS

If you are already in the University of Warwick Pension Scheme for variable contract work please contact hr.pensions@warwick.ac.uk so that they can determine the relevant scheme for this work.

You will not be entitled to membership of any salary sacrifice scheme.

The Pensions Administration can be contacted at hr.pensions@warwick.ac.uk or 024 7652 2629.

Expenses

If you expect to incur expenses while completing your work, it is important that these are agreed with your department prior to commencing the assignment.

Nontaxable Expenses
Non-taxable expenses are expenses incurred as part of carrying out the work and they may include travelling to a place that is not your standard place of work, interview expenses, and subsistence expenses. Non-taxable expenses will need to be claimed on form Fp16a, available here.

The Fp16a form will need to be filled alongside evidence (tickets, receipts etc.) and returned to your department.

Taxable expenses
The University does not normally reimburse expenses related to commuting to Warwick/ your place of work. HMRC views this as "ordinary commuting". Under special circumstances, departments may seek permission from the Provost to allow payment for ordinary commuting.

If such an exception is agreed, these expenses will be taxed by HMRC.

The taxable expenses form STPexp will need to be filled in and sent to your department.

Maternity/ Paternity/ Adoption Leave

If you are planning to take such leave, please inform the department first. Once you have informed your department, please contact the STP Team so we can advise on next steps. We will advise what documents we need to see in order to calculate your entitlements and next steps.

Contact us

Sessional Teaching Payroll

Institute House,

University of Warwick Science Park,

Sir William Lyons Road

Coventry

CV4 7JL

Tel: 02476524831

Email: stp@warwick.ac.uk