



Unitemps

Candidate guide

Working with us

Congratulations on securing a new role with Unitemps.

When you are working through Unitemps you are representing us and we rely upon you to project a positive and professional image. To help us maintain good relationships with NTU departments, and to ensure that you get the most out of your experience, we expect you to:

Maintain confidentiality of any information records that you see

Provide as much notice as possible if you are unable to work due to exams or coursework deadlines

Let us and your manager know if you are ill and can't work

Let us know about any problems in the workplace

Keep your Unitemps contact details up to date

Contact us if you forgot your login details

Timesheets and Holiday Pay

Remember to submit your timesheets at the end of each week.

Once you have submitted your timesheet, you will be unable to amend it. If you experience any difficulties with submitting your timesheet, please contact the Unitemps team. The Unitemps holiday pay year runs from 1 August until 31 July. Holiday pay is automatically paid out as part of your monthly wages. Your holiday pay will appear on your Unitemps payslip.

Submitting timesheets

Go to www.unitemps.com and login (top right hand corner of screen) using your username and password.

1. If you have forgotten your password, click on **'Forgotten password'**, input your username, and you will receive an email to reset your password.
2. Once you are logged in, click on the **'Submit a timesheet'** button
3. This will take you to a list of all past and current jobs on your account. If you have multiple assignments, **please select from the drop down box.**
4. Select the job you wish to create a new timesheet for by clicking on the job title.

5. Here you can view your job details and all of your previous timesheets for that position. Select the **'Create new timesheet'** button.

6. Select the correct week-ending date, then use the drop down arrows to select

the time you have worked on each day of that week. If you have worked more than two shifts in one day, click the **'+Add shift'** button to add extra shifts to that day. If your assignment date does not appear online and it shows past dates, please contact the Unitemps team straight away so we can verify your assignment dates.

7. The total number of hours you have worked for that week will be calculated

automatically at the bottom of the screen. If you would like to make any notes regarding the timesheet then you can enter them at the bottom. **Please be aware that these notes are only for your reference and Unitemps consultants do not have access to this information.**

8. Once you have entered the timesheet, you can click **'Save and edit later'**. This enables you to go back into the timesheet to update the details. On the 'Timesheets' page, your assignment will show a 'Saved' status. To update the details, click on the job title which will take you back to your timesheet. Please note: you can't edit a submitted timesheet. Saved timesheets cannot be viewed or approved by your hiring manager.

9. When you have checked your hours, please click **'Submit'**

To retrieve saved timesheets, you will need to log in and visit the "Timesheets" section of your dashboard. You can use the filter to view all saved timesheets, and select the one that you would like to edit. Please note: your timesheet will not be submitted for approval until you select **"Submit"**.

Your hiring manager will need to authorise your timesheet before it can be processed. They will receive a reminder email with your timesheet details.

If you have any difficulties submitting your timesheet, please contact the Unitemps team.

How to access your payslip and P60

1. Visit <https://myhr.ntu.ac.uk>
2. You will be prompted to enter your student **username** and **password**. This is your usual single sign on information you use for NTU systems (your student number and password).

3. Select **'My pay'** on the left menu to view your payslips and P60. Click on a payslip or P60 to view the file

4. Click on a payslip or P60 to view the file

FAQs

How many hours can I work each week?

Unitemps at NTU allows current students to work up to a maximum of 20 hours per week (Monday to Sunday) during term-time.

If you are an international student on a Tier 4 or Student visa, there is a legal restriction on the number of hours you can work each week – this will be made clear on the restrictions of your visa. If you wish to work more hours outside of term-time this must be authorised by the Unitemps team in writing, **before** you work any additional hours. On completion of your course, you must continue to work within your term-time restrictions until you can provide proof that you have successfully completed your degree, and this has been accepted by the Unitemps team in writing.

If you have any questions regarding the limitations on your visa, please contact the Unitemps team straight away.

Can I work in more than one Unitemps role?

You can work in more than one Unitemps role as long as your total work does not exceed 20 hours per week - many students complete multiple Unitemps assignments to broaden their skills and experience! To enable us to contact you about other opportunities to work with Unitemps at NTU, be sure to check your communication preferences and opt in to receive job alert emails on your profile at www.unitemps.com.

Can I use Unitemps as a reference?

We are able to provide confirmation of employment dates and roles. Due to the nature of Unitemps we are unable to provide personal references.

I've moved house, how do I change my address?

If you change address you must complete a Payroll Amendment Form. Please contact the Unitemps team to arrange this. Updating your details on your Unitemps profile does not update your payroll details.

How can I change my name or my bank details?

To change your payment/personal details you must complete a Payroll Amendment Form. Please contact the Unitemps team to arrange this.



How do I request my P45?

If you have finished your work with Unitemps and do not wish to have any more assignments, you can request your P45 by sending an email to the Unitemps team, and providing the information requested (Please note P45s are produced on a monthly basis).

How much tax and national insurance will I pay?

When you are working in the UK, you will most likely be required to pay Income Tax and National Insurance on your earnings. How much you pay will depend upon your gross earnings. Unitemps will make all relevant deductions which will be shown on your payslip.

I think I'm being 'over taxed'. What should I do?

If you believe that you are being taxed incorrectly, you will need to contact HMRC as they are responsible for working out all Tax Codes and National Insurance contributions based on your gross earnings.

You can contact them on 0300 200 3300. Ensure you have a recent payslip to hand.

When will I be paid?

Unitemps pays candidates on the 22nd of each month. Should the 22nd fall on a weekend, then candidates will be paid on the preceding Friday. Further details regarding pay dates can be found on the Information Hub at www.unitemps.com

How do I get a staff card?

If a staff card is needed, please speak to your manager and they will need to put in a Sponsored IT Account request with Digital Technologies at NTU.



Unitemps Nottingham Trent University

NTU Temporary Staff Limited
50 Shakespeare Street, Nottingham, NG1 4FQ
0115 8484740
unitemps@ntu.ac.uk