



INTRODUCTION

Campus Jobs is the University of Lincoln's Student Employment Agency. Through Campus Jobs students can access all employment available on campus, from one off opportunities to regular job roles.

Students can apply to as many roles as they wish and will be supported through the recruitment process by the Campus Jobs' team. Students successfully recruited into a pool of workers will have the flexibility of taking up work around their studies with no ongoing commitment to a job role.

The Campus Jobs team will help students to earn money and develop employability skills, balanced around their studies. All Campus Jobs student workers will receive role specific training and a Campus Jobs Induction on registration.

Campus Jobs is part of the Careers & Employability team. The Careers & Employability Centre is located on the ground floor of the Library and is open during term time; Monday to Friday 09:00–16:30.

Campus Jobs provides a term time drop-in for student workers within the Careers and Employability Centre, Monday to Friday 10:00 – 12:30.

APPLICATIONS

Job Shop Website

The [Job Shop](#) is the Careers & Employability jobs' board, which in addition to advertising part-time vacancies with local employers, is where when available, vacancies for Campus Jobs will also be advertised and you can apply for these vacancies in the same way you apply for any other part-time Job Shop roles.

Expressions of Interest

Located on the [Campus Jobs](#) area of the Careers & Employability website, students can complete and submit an Expression of Interest form to work in a variety of areas across the University.

Students should note that a submitted Expression of Interest form gives no guarantee of being recruited into a Campus Jobs pool of student workers.

Campus Jobs receives an e-mail notification for every submitted Expression of Interest form, these are passed on to the relevant Hiring Manager to carry out their recruitment process and if successful, Campus Jobs will contact the student to confirm and advise on what happens next.

Areas include:

- **Campus Jobs Central Pool**

Generally recruited to once a year in September, provides an opportunity to be in a small pool of student workers who will be offered work assignments across the University. Work assignments will be varied and arise on an ad hoc basis, types of work may include; filing, proofing, data entry, promotional campaigns and manual work.

- **ICT Front Desk Team**

Generally recruited to once a year in September, ICT Services require additional Customer Support Assistants to provide first line support on the ICT Reception Desk. The job role mainly involves dealing with staff and student enquiries, as well as personal device support.

- **International Student Ambassador**

Working alongside fellow members of staff from the International Office and other departments throughout the University, as well as general welcoming and administrative duties, International Student Ambassadors are also involved in a variety of social media monitoring and updating, alongside dealing with correspondence and other research related tasks, enabling the International team to fully utilise the student perspective.

- **Library**

Generally recruited to once a year in September, there are 3 roles that students can be recruited to in the Library and their key tasks include:

- **Evening / Weekend Assistants:** Assist with basic customer service duties; support the use of self-service equipment; provide roving support with basic IT; general library enquiries and assist with shelving, shelf-tidying and general housekeeping tasks.
- **Student Shelves:** Re-shelve returned items, tidy shelves on a regular basis and identify resources requiring repair and maintenance.

- **LPAC Technician**

Working alongside the technical team and under the instruction of both the Technical and Stage Managers, an LPAC Technician will provide technical support to the LPAC and Lincoln School of Fine and Performing Arts.

- **School Ambassador**

Recruited throughout the year, School Ambassadors represent their school of study at Open Days, Offer Holder days and other bespoke school events throughout the year.

- **Student Ambassador**

Recruited to once a year in September, Student Ambassadors positively represent the University of Lincoln and aid full-time members of staff in achieving the University's corporate aims and objectives. There are lots of different work opportunities available to University of Lincoln Student Ambassadors. Opportunities include: Open Days; Graduation Ceremonies; School Visits to Campus; Visiting Schools and Colleges – (parents' events, careers evenings, and presentations); HE Fairs / Conventions and Corporate Events.

REGISTRATION

Once a student is recruited to a role, a member of the Campus Jobs team will send a registration e-mail which will contain the following:

- **A Registration form:** To be completed and returned to capture student's personal bank and emergency contact details.
- **A link to the Campus Jobs Student Worker Agreement:** An online document to be read and agreed to.
- **An invite to attend a Campus Jobs registration session:** This will take no more than 10 minutes and will include a right to work check and induction session.

The registration process **must** be completed before students can work their first assignment, and only once registration is complete will students be set up on the payroll system. Greenlight, the online pay claim system has replaced the historic paper pay claim system.

Once a students' registration is complete they will be set up on the payroll system and receive a registration confirmation e-mail from Campus Jobs, confirming the conversation that took place at their registration session.

Part of this e-mail will confirm the following:

Three e-mails will be sent to the students **University e-mail address** within 7 working days:

- Greenlight system generated e-mail from admin@sel-expenses.com with a link to Greenlight and confirmation of the student's username.
- Greenlight system generated e-mail from admin@sel-expenses.com with a link to reset the password on the account that has been set up for the student. **These instructions need to be followed before a student can submit their first timesheet.**
- A welcome e-mail from Payroll, which will include:
 - An introduction to Payroll.
 - Information regarding auto-enrolment in the pension scheme.
 - Starter declaration – regarding a student's tax position, a response is needed from the student to ensure their tax code is correct.
 - Instructions for Greenlight to access online timesheets.
 - Payslips can be viewed in MyView, the icon to which can be accessed through any UoL PC or via the University Remote Desktop if off campus:
<https://clouddesktop.lincoln.ac.uk/Citrix/AppsWeb/>



TRAINING

Training for all student worker roles is the responsibility of the Hiring Manager and must be informed by relevant risk assessments. All student workers will receive a Campus Jobs Induction on registration which will include information about Campus Jobs and the wider Careers & Employability services. The Careers & Employability Centre is the first point of contact for any student employment or employability related query.

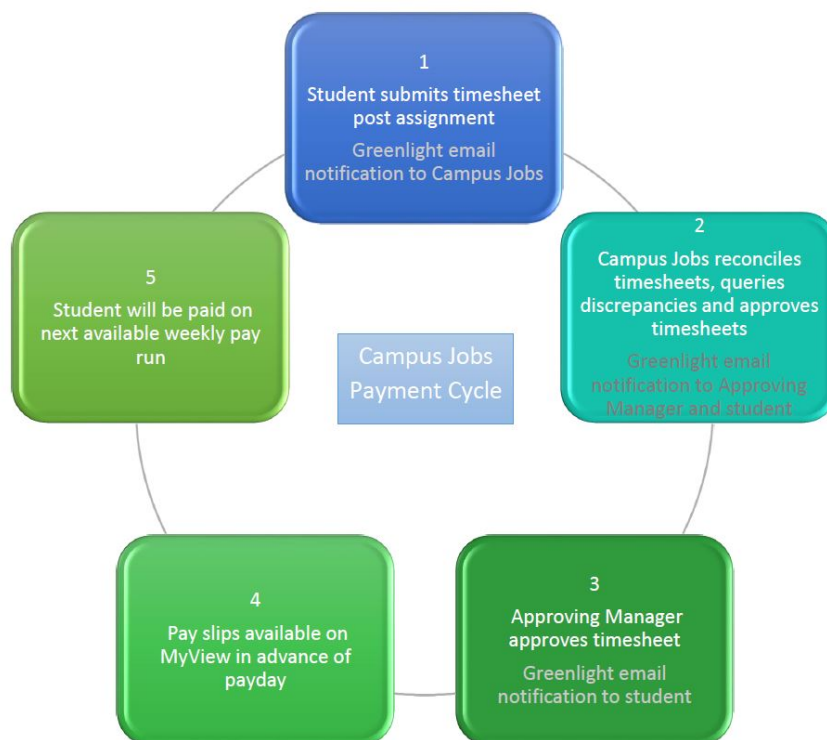
WORK ASSIGNMENTS

Once a student has been recruited and their registration is complete, offers of work assignments will come from the Hiring Manager of the pool they have been recruited to.

Hiring Managers will pre-book all work assignments with Campus Jobs, information from these bookings will be used to reconcile hours worked against any timesheets submitted by students on Greenlight.

Pay claims:

Greenlight, the online pay claim system is as follows:



- Students should complete and submit a timesheet as soon as possible following the completion of a work assignment. A timesheet should be submitted for each day worked.
- A member of the Campus Jobs team will reconcile timesheets against hours booked within **two working days**, and submit approved hours to the Approving Manager. As and when necessary, a member of the team will endeavour to resolve timesheet discrepancies within **5 working days**.
- The Delegate / Approving Manager, checks and approves the timesheet within **5 working days**.

The cut off point for the weekly payroll is Monday 12:00. Timesheets that have been approved by Campus Jobs and the Approving Manager at this point will be processed and payment should be made into the student's bank account on the Friday of the same week.

REFERENCES

Campus Jobs is able to provide student workers with a factual reference for future employment. This will include dates of employment, job title and salary. Campus Jobs is not able to provide character references.

FAQs

Where students have a query that is not answered in the FAQs below, please e-mail campusjobs@lincoln.ac.uk with your query and a member of the team will respond within 3 working days.

1. What is a Right to Work check?

A right to work check is a **legal requirement** that all employers carry out on all employees to ensure they can work in the UK.

Only certain ID can be accepted for a Right to Work check and original ID must be seen.

[Campus Jobs ID checklist](#)

[Government checklist](#)

2. Working restrictions for Tier 4 visa students - Term time vs Vacation

- Term time for **Undergraduate students** is generally September to the beginning of June, end of term each academic year is the Friday of the last week of exams. Vacation time is July and August.
- There is no vacation time for **Masters students** as this is to be used as "study time"
- Term time for **Post Graduate students** is all year round, their end of term date is the date they submit their last piece of work (PhD students fall into this category, needs to be awarded not just finished to be able to work more hours)
- **Post Graduate Research students** are allocated 35 days leave a year, should they choose to, they can work full time during this time.

The International Advice team is part of the Advice Service and are the only people within the University of Lincoln who can legally provide immigration advice.

Should you have any queries, the team are located in the Student Support Centre on the ground floor of the Minerva Building and have a drop-in session every Tuesday between 12noon and 2pm. Alternatively you can e-mail the team on

Internationaladvice@lincoln.ac.uk

[Information on the kind of work you can do](#)

3. How do I apply for a National Insurance number (NINo)

Once a UK citizen reaches 16, they will be sent confirmation of their NINo that is automatically set up from HM Revenue & Customs.

Should you need to apply for a National Insurance Number, please refer to our National Insurance Number [help sheet](#)

4. Where can I find my National Insurance number (NINo)

If you have a NINo and need a reminder of it, this can be sourced from one of the following:

- Wage Slip
- P45
- P60
- National Insurance Card
- An official letter or document from a government agency e.g. HM Revenue and Customs, Department for Work and Pensions, or the Social Security Agency in Northern Ireland) or previous employer.

If you need evidence of your NINo for a Right to Work check, apart from a wage slip, any of the above originals will be acceptable.

If you are unable to source any of these, and providing you know your NINo, access the link below, select **Personal tax account** and once registered, you can print a letter to provide evidence of your National Insurance number.

<https://www.gov.uk/>

5. I need log-in details for Greenlight, how do I get these?

This is discussed at registration sessions and confirmed in a registration confirmation e-mail sent to all students who have completed the Campus Jobs registration process and been set up on the payroll system.

You will receive 2 Greenlight system generated e-mails from admin@sel-expenses.com to your **University student e-mail account** and a welcome e-mail from payroll with instructions on how to submit a timesheet.

Before you can submit your first timesheet, you will need to follow the instructions in the admin@sel-expenses.com e-mails to finalise the setup of your Greenlight account.

6. I have submitted a timesheet on Greenlight and have not been paid.

Once submitted, you can check the progress of any timesheets on Greenlight. The date of submission will depend on whether it has time to be approved for the next available pay run.

If you have not been paid within 3 weeks of submitting a timesheet, please e-mail campusjobs@lincoln.ac.uk with the 4 digit reference number of the timesheet(s) so a member of the team can look into the query for you.

7. What do the different terms used on Greenlight mean?

Student Claim Form: is the icon to be selected when you need to submit a timesheet

My Submitted Claims: is the icon to be selected to track the progress of any claims you have submitted.


My Expenses: s where you have been given authorisation by a Hiring Manager to submit a claim for expenses such as food & travel.

8. Although I am registered with Campus Jobs, I have not been informed of any work assignments, how do I find out about these?

Students are recruited to pools of student workers, such as School Ambassadors, Catering, Library etc., each pool has a Hiring Manager and it is the responsibility of each Hiring Manager to contact students in their pool with offers of work assignments.

If you do not know who your Hiring Manager is, please e-mail campusjobs@lincoln.ac.uk and a member of the team will be more than happy to confirm who this is.

Links

Careers & Employability	Careers Website
<p data-bbox="194 398 481 427">Student Support Centre</p> <p data-bbox="194 434 1369 568">A dedicated and professional team is available to help with student enquiries regarding University systems and procedures, funding, fees and payments, housing, personal support and general advice and information. They can provide practical help, advice and support, resolve issues and concerns, and make referrals to specialist staff if necessary.</p> <p data-bbox="194 611 466 640">Student Support Team</p> <p data-bbox="194 647 1369 745">The Student Support team is here to ensure that you can access all of our services and information. They are the first people you will meet when you go into the Student Support Centre and our friendly and helpful staff can help you with a range of queries.</p> <div data-bbox="231 857 603 1039">The logo for the Advice Service features the words "Advice Service" in white text on a purple speech bubble background. The bubble is tilted and has a green arrow pointing to the right.</div> <p data-bbox="662 790 986 819">The Student Advice Service</p> <p data-bbox="662 826 1369 996">The Advice Service provides free, legal, confidential and impartial advice to all students and prospective students of the University. The advice covered includes; debt, employment, immigration, housing, welfare benefits and student funding. Visit our website for more information</p> <p data-bbox="662 1003 1061 1032">http://adviceservice.lincoln.ac.uk</p> <p data-bbox="194 1113 352 1142">Employment</p> <p data-bbox="194 1149 1353 1211">The Advice Service offers a drop in service Monday to Friday between 12pm and 2pm or you can book an appointment by emailing adviceappointments@lincoln.ac.uk</p> <p data-bbox="194 1254 512 1283">International Advice Team</p> <p data-bbox="194 1290 1318 1352">The International Advice team is part of the Advice Service and are the only people within the University of Lincoln who can legally provide immigration advice.</p> <p data-bbox="194 1359 1350 1494">The team advise international students of their rights and responsibilities within many areas, including Tier 4 visas, working whilst studying, bringing your family over to the UK, working after studying, Schengen visas for travelling in Europe and much more. The team consists of experienced specialist immigration advisors.</p> <p data-bbox="194 1541 1353 1706">The International Advice team has regular drop-in and information sessions plus Tier 4 Visa Workshops. Currently, information drop-in sessions happen Monday-Friday between 12pm-2pm in the Student Support Centre. They also have an extended immigration drop-in on a Tuesday between 10am-2pm. The Tier 4 Visa Workshops happen on a Tuesday at 5:30pm in the Library room 101.</p>	