



## INTRODUCTION

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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. Please e-mail [campusjobs@lincoln.ac.uk](mailto:campusjobs@lincoln.ac.uk) with any queries relating to Campus Jobs. A member of the team will reply within 3 working days and if needed will book an MS Teams meeting with students.

## APPLICATIONS

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### CareerLinc

In addition to the [Careers & Employability](#) website, [CareerLinc](#) is the one stop shop for University of Lincoln students to access anything relating to Careers & Employability, including elements such as:

- All part time, placement and graduate vacancies
- Invite to speak to a member of the Careers Team
- Events being offered with the option to book online
- Details and associated notes from appointments that have taken place with a Careers Adviser / Skills Adviser
- Interactions with the Careers Clinic and Campus Jobs drop-ins, including notes from these interactions

Students can access CareerLinc and sign in with their student log-in details. Once logged in, they will be prompted to update their profile and set up their own job alerts to receive notifications on relevant job listings for local, national, international and Campus Jobs roles when they are available.

## 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.

- ***School Ambassador***

Generally 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: *Whilst COVID-19 restrictions are in place*

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Once a student has been recruited to a role, Campus Jobs records are checked to see if the student is already registered and cleared to work for another role:

### **Already registered:**

- Payroll Services will be instructed to update the student's payroll record and the student will receive an e-mail from Campus Jobs to confirm this.

### **Not yet registered:**

The student will be sent a registration e-mail consisting of:

- A link to a registration form to complete and submit, this captures personal and bank details.
- A link to the Campus Jobs online Student Worker Agreement to be read and agreed to
- A link and guidance on correct Right to Work ID to send through.
  - A Right to Work check is a legal requirement and although normally requires Campus Jobs to see original ID in person, due to the current climate the process has changed temporarily to permit scans of documents and a video call to check against original documents. The link below provides more information on this check:  
<https://www.gov.uk/guidance/coronavirus-covid-19-right-to-work-checks>
- Once the above 3 tasks have been completed, to wrap up their registration students will receive a Campus Jobs Induction PowerPoint Presentation to look through.

How long the registration process takes, depends on how quickly a student responds to their registration e-mail, this has been wrapped up in a couple days and on other occasions has taken several weeks.

Please note to ensure compliance with employment legislation, all students **must** be cleared to work before their work assignment starts, and **all 4 parts** of the above registration needs to be completed for a student to be cleared to work.

Once a student's registration is complete, within 5 working days they will receive an e-mail from Campus Jobs to confirm their details have been sent through to Payroll Services for their payroll record to be set up.

Within 10-15 working days, students will receive a welcome e-mail from Payroll Services to include:

- An introduction to payroll and MyView the online self-serve system, where pay claims are submitted, payslips accessed and personal details updated
- Starter declaration – regarding tax position to ensure a student's tax code is correct.

## TRAINING

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Training for all student worker roles is the responsibility of the Hiring Manager and must be informed by relevant risk assessments.

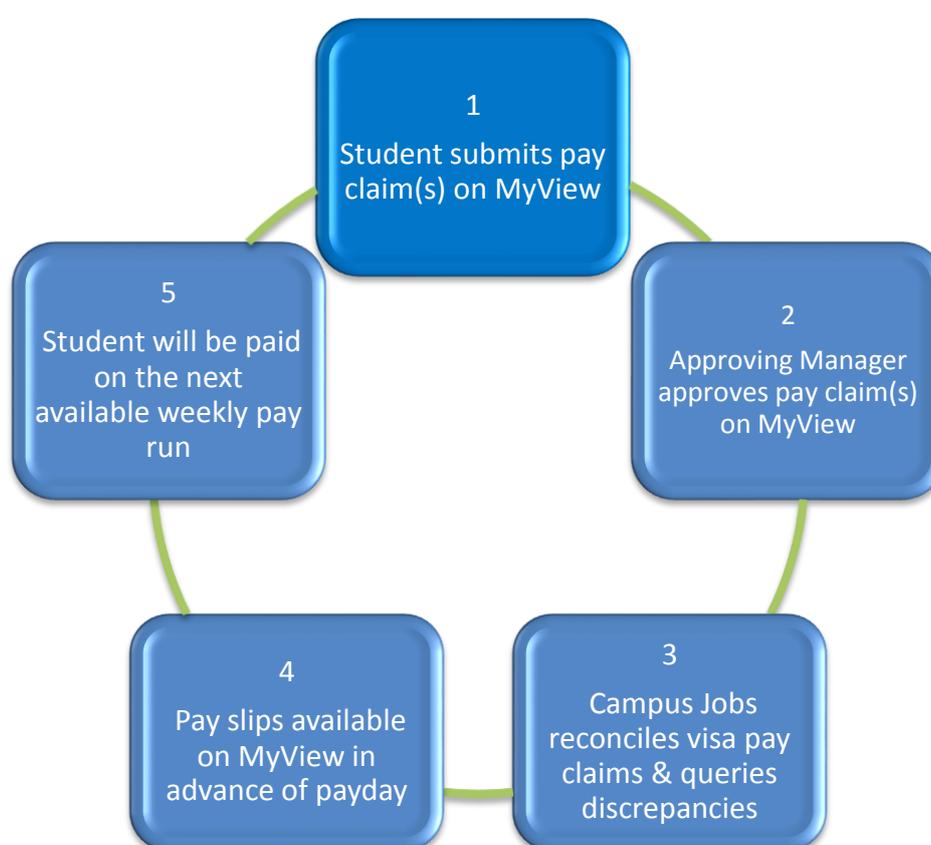
## WORK ASSIGNMENTS

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Once a student has been recruited and their registration is complete, although offers of work assignments could come from any member of staff at the university, predominantly they will come from the Hiring Manager of the pool they have been recruited to.

## PAY CLAIMS

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Students holding a contracted role at the university, such as a Demonstrator or Hourly Paid Lecturer will be paid monthly. All other student workers are paid on a weekly payroll, in order for this to happen in a timely manner the following timescales are required:

1. Student workers submit their pay claims on MyView for each shift worked, **within 2 working days**. [MyView student guide](#)
2. Approving Managers to approve pay claims **within 5 working days**
3. Payroll Services send a visa pay claim report to Campus Jobs to reconcile against bookings that have been received from Hiring Managers. Queries / discrepancies raised from the report will be flagged with the relevant Hiring Manager.

The Campus Jobs team will endeavour to resolve visa pay claim discrepancies ***within 5 working days***.

- The cut off point for the weekly payroll is Monday 12:00. Pay claims that have been approved by 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.
- When submitting pay claims on MyView, as claims will be rejected by the Approving Manager where an incorrect postholding is selected, if the relevant postholding is not listed, students should contact the member of staff who booked them for the work assignment.
- The [student guide](#) provides step by step guidance on submitting a pay claim, any queries relating to this should be sent to [payrollservices@lincoln.ac.uk](mailto:payrollservices@lincoln.ac.uk)

## REFERENCES

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Although Campus Jobs is unable to provide character references, they can provide student workers with a factual reference for future employment, this will include dates of employment and job title.

# FAQs

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Where students have a query that is not answered in the FAQs below, please e-mail [campusjobs@lincoln.ac.uk](mailto: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.

EU, EEA or Swiss students, who arrived in the UK before 31st December 2020, can continue to use their passport or National ID card to prove they can work in the UK until 30th June 2021, after which they will need to apply for settlement status if they are to continue to work. For queries or more information on this, please e-mail [advice@lincoln.ac.uk](mailto:advice@lincoln.ac.uk).

[Campus Jobs ID checklist](#)

[Government checklist](#)

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

- Term time for Undergraduate students is generally September until the beginning of June and the end of term each academic year is the Friday of the last week of the scheduled examination period. [Vacation \(Holiday\) dates](#) can be found on the University website.
- Term time for Masters students is all year around with the exception of the scheduled Christmas and Easter vacations (which can be found on the University website). There is no scheduled vacation for masters students during the summer months and therefore working restrictions will apply during this 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)
- Postgraduate Research (PGR) students have a total of 35 days of leave across the year. Of these 35 days, 14 are concessionary days set by the University and are based on University closure days. PGR students can request to have the remaining 21 days at any point across the year and, if approved and recorded by the School, these periods are then classed as vacation time.

If you have any queries regarding your visa and or working restrictions, please e-mail [advice@lincoln.ac.uk](mailto:advice@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, access the link below, if you do not already have one, create a **Personal tax account** and once registered, you can print a letter to provide evidence of your National Insurance number.

<https://www.gov.uk/government/organisations/hm-revenue-customs/contact/national-insurance-numbers>

#### 5. What is MyView

Once students are registered and cleared to work they are set up on the payroll system and MyView, the online self-serve system is where students submit pay claims, access payslips and update their personal information.

<https://hr.blogs.lincoln.ac.uk/hrselfservice/>

#### 6. I have submitted a pay claim on MyView and have not been paid.

If you have not been paid within 3 weeks of submitting a pay claim, please e-mail [payrollservices@lincoln.ac.uk](mailto:payrollservices@lincoln.ac.uk) for a member of the Payroll Services team to advise.

#### 7. 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.

Please remember that work assignments are ad hoc and there's no guarantee or being offered work assignments.

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

#### 8. I have a complaint, what should I do?

Where a student has a concern relating to Campus Jobs, the member of staff they have carried out a work assignment for, or vice versa, Campus Jobs should be notified as soon as possible. A member of the team will meet with all parties concerned for an informal information gathering meeting.

Where concerns remain following the meeting, students should follow the University [Students Complaints Procedure](#).

## Links

Careers & Employability	<a href="#">Careers Website</a>
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#### [Student Services](#)

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.

The Student Support team is here to ensure students can access all of university services and information. They are the first people students will meet when they go into the Student Support Centre and their friendly and helpful staff can help students with a range of queries.



**The Student Advice Service**

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.

**International Advice Team**

The International Advice team is part of the Advice Service within the Student Support Centre. The team consists of experienced specialist immigration advisers and are the only people in the University of Lincoln who can legally provide immigration advice.

The team advise international students of their rights and responsibilities within many areas, including student visas, working whilst studying, bringing family over to the UK, working after studying, visas for travelling in Europe, Brexit, EU/EEA student issues and much more.

For more information visit their [web page](#) or e-mail [advice@lincoln.ac.uk](mailto:advice@lincoln.ac.uk)