



## 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 weekdays 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 – 12:00.

## 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**

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

---

Once a student has been recruited to a role, they will be sent a Campus Jobs registration email which outlines the registration process containing links to:

- A registration form to download, complete and return. This captures personal, bank and emergency contact details.
- An equal opportunities form, to download, complete and return.
- The Campus Jobs online Student Worker Agreement to be accessed, read and agreed to.
- Valid Right to Work id, with an instruction to come to a Campus Jobs drop-in for a right to work check.

Once the above 4 tasks have been completed, students are booked on to a group induction session, this will last no more than 30 minutes and cover the following:

- Greenlight - the online pay claim system.
- MyView - Accessing payslips.
- Brief overview of the Careers and Employability service.
- Student worker benefits.

The registration process ***must*** be completed before students can work their first shift, and only once complete will students be set up on the payroll system.

Once a student's registration is complete, they will be set up on the payroll system and receive the following e-mails:

- A registration confirmation from Campus Jobs confirming their registration form has been sent to Payroll and a re-cap of information provided at their induction session.
- 2 from Greenlight [admin@sel-expenses.com](mailto:admin@sel-expenses.com) containing log-in details and a password reset link.
- Welcome from Payroll.

## 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.

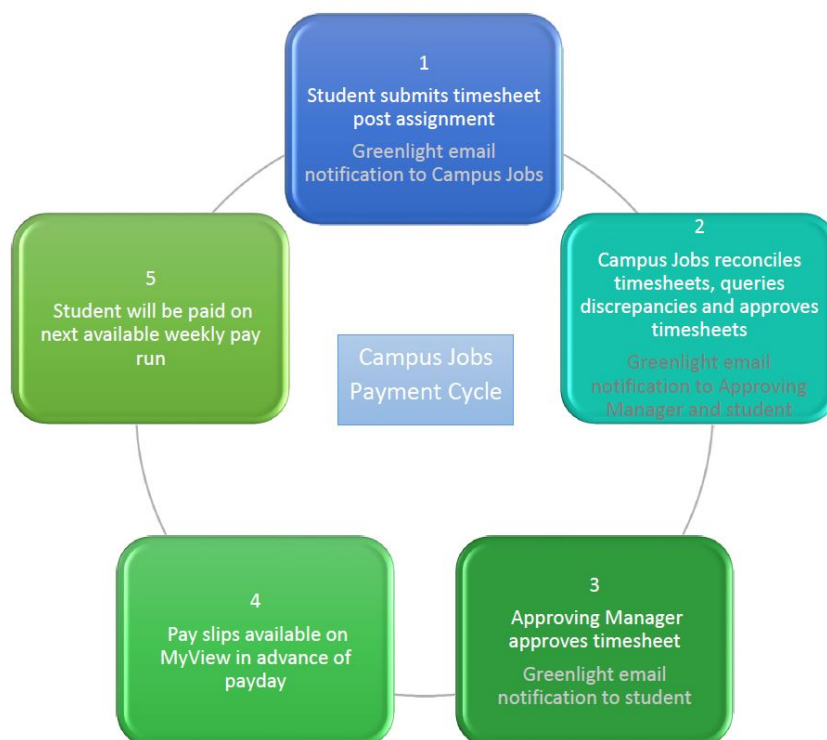
## WORK ASSIGNMENTS

---

Once a student has been recruited and their registration is complete, 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:

Greenlight, the online pay claim system is as follows:



Students are paid on a weekly payroll, in order for this to happen in a timely manner the following timescales are required;

- Student workers should use Greenlight to submit a pay claim for each shift worked, and should be submitted **within 2 working days** of each shift worked.
- Although pay claims for UK / EU students go directly to the Approving Manager for approval, skipping the 2nd step above, those for Tier 4 students come through to Campus Jobs to reconcile. Campus Jobs will approve all authorised student pay claims **within 3 working days**.

Pay claims submitted by Tier 4 students are reconciled against bookings that have been received. Any queries / discrepancies raised from them will be flagged with the relevant Hiring Manager.

The Campus Jobs team will endeavour to resolve 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.

## REFERENCES

Campus Jobs is able to provide student workers with a factual reference for future employment. This will include dates of employment and job title. 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](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.

[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](mailto: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. What is the difference between Greenlight and MyView

There are 2 systems linked to pay claims:

- **Greenlight:** The online pay claim system, is where students can submit and check pay claims for shifts they have worked.
- **MyView:** Where students access pay slips, P60's and update personal details. The icon for MyView is located on your student desktop when logged on to a PC on Campus, log-in details are the same as for Blackboard. Should the icon not be on your student desktop, you will need to e-mail the ICT Help desk and they will sort this for you.



To access off campus, access [University Remote Desktop](#) for guidance on this.

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

This is discussed at induction sessions and confirmed in a registration confirmation e-mail sent to all students who have completed the Campus Jobs registration process.

You will receive 2 Greenlight system generated e-mails from [admin@sel-expenses.com](mailto: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 pay claim.

**Before** you can submit your first pay claim, you will need to follow the instructions in the [admin@sel-expenses.com](mailto:admin@sel-expenses.com) e-mails to finalise the setup of your Greenlight account.

#### 7. I have submitted a pay claim on Greenlight and have not been paid.

Once submitted, you can check the progress of any pay claims 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 pay claim, please e-mail [campusjobs@lincoln.ac.uk](mailto:campusjobs@lincoln.ac.uk) with the 5 digit reference number of the pay claim(s) so a member of the team can look into the query for you.

#### 8. What do the different terms used on Greenlight mean?

**Student Claim Form:** is the icon to be selected when you need to submit a pay claim

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

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

#### 9. 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](mailto:campusjobs@lincoln.ac.uk) and a member of the team will be more than happy to confirm who this is.

## 10. 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

[Careers Website](#)

### [Student Support Centre](#)

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.

### [Student Support Team](#)

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.



### [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. Visit our website for more information <http://advice.service.lincoln.ac.uk>

### [Employment](#)

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](mailto:adviceappointments@lincoln.ac.uk)

### [International Advice Team](#)

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.

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.

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.