

INTRODUCTION

Campus Jobs is the University of Lincoln's Student Employment Service. 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. Upon completion of their registration, Campus Jobs students workers will receive role specific training from the relevant hiring manager.

Campus Jobs is part of the Careers & Employability team. Please e-mail campusjobs@lincoln.ac.uk with any queries relating to Campus Jobs. A member of the team will respond and if needed will book an MS Teams meeting with students.

APPLICATIONS

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
- Booking appointments with 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 and notes following a visit to the Campus Jobs drop in.

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.

REGISTRATION:

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:

- All postholdings set up on the payroll system have a bespoke Approving Manager and project code applied to them, providing the post already exists, student details will be included in the next scheduled report to Payroll Services for processing, which can take 10-15 working days and once sent, they will receive an e-mail from Campus Jobs to confirm this and the postholding title.
- Once the post has appeared in a student's MyView account, they will be able to submit pay claims for any shifts worked.

Not yet registered:

The student will be sent a registration e-mail with a link to a flow chart containing guidance on the registration process:

- **Step One:** A link to a registration form to complete and submit, this captures personal and bank details.
- **Step Two:** A link to the Campus Jobs online Student Worker Agreement to be read and agreed to.
- **Step Three:** A link and guidance on correct Right to Work ID for a Right to Work Check to be carried out.
- **Step Four:** Once the above 3 tasks have been completed, to wrap up their registration students 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 process needs to be completed for a student to be cleared to work.

Once a student's registration is complete, their details will be included in the next report to Payroll Services for processing and once sent, they will receive an e-mail from Campus Jobs to confirm this.

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.
- Information about the [Cushon Savings benefit](#).

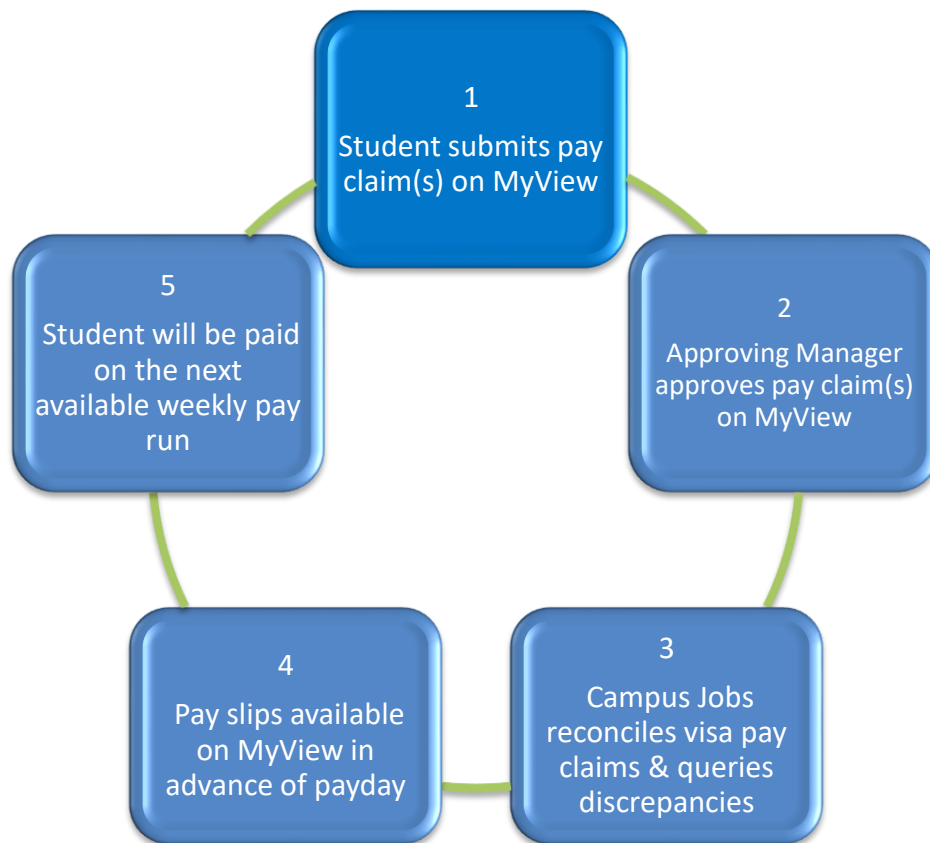
TRAINING

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

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



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:

- Student workers [submit their pay claims](#) on MyView for each shift worked, **within 2 working days**.
- Approving Managers to approve pay claims **within 5 working days**.

- 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**.

- With the exception of bank holidays, 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 to query.
- 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

REFERENCES

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

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.

1. What is a Right to Work check?

A Right to Work check is a legal requirement, and only certain ID is permitted.

For EU Students: Since 1st July 2021, new rules apply and we are no longer able to accept passports or national identity cards as evidence for a Right to Work check. **[Click here for more information.](#)**

For International Students: Since the 6th April 2022, new rules apply resulting in a Biometric Residence Permit (BRP) no longer being accepted as valid ID for a Right to Work check. **[Click here for more information.](#)**

If you have any queries regarding this, please email internationaladvice@lincoln.ac.uk.

Campus Jobs ID Checklist

Please note that for the purpose of a Right to Work check **a driving licence is not classed as valid ID.**

Should your student name be different to that of your ID, you will also need to provide an official document to evidence this change, i.e. a marriage certificate or name change deed.

For your information, please see below for a list of acceptable ID that can be used, and select your ID from **one** of the sections below.

1. Choose One piece of ID from the list below:

- UK students:
 - Current or Expired UK passport- As Home Office guidance flags ID used for a Right to Work check must not have been tampered with, an expired passport can only be accepted providing the passport is in full and the corner has not been cut off.
- EU Students:
 - Right to Work share code– Students from outside the UK can use the **[online Right to Work checking Service](#)**
- International students:
 - Right to Work share code– Students from outside the UK can use the **[online Right to Work checking Service](#)**

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

- Term time for Undergraduate students is generally September until the middle 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.

- Some courses are identified as Long Courses such as Nursing. These courses have a different term end date. Please contact the Student Support Centre at studentsupport@lincoln.ac.uk or your school to confirm your term dates.
- If your Undergraduate course started at a different time of year please contact the Student Support Centre at studentsupport@lincoln.ac.uk or your school to confirm your term dates.
- 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 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.

For non UK citizens, should you need to apply for a National Insurance Number, please refer to guidance in the link below:

[Apply for a National Insurance number - GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-for-national-insurance-number)

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, excluding a wage slip, any of the above originals will be acceptable.

If you are unable to source evidence of your National Insurance number, guidance on how you can resolve this can be found by accessing the link below.

[National Insurance numbers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/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 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 of being offered 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.

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](#).

9. Who should I contact if my pay is incorrect?

If you believe your pay is incorrect, please email payrollservices@lincoln.ac.uk with any information relating to your claim.

10. What is the difference between a hiring manager and an approving manager?

The hiring manager is the name given to any member of staff at the university who recruits student workers. The approving manager is the person who approves student worker pay claims.

11. Who can I go to if I need additional support in my Campus Jobs role?

If you need any additional support within your Campus Jobs role, your relevant hiring manager will be able to assist you with any queries.

12. If I face additional barriers which may make it difficult for me to attend busy drop-in session, are there quieter times to attend or alternative arrangements which can be made?

Campus Jobs Drop Ins are particularly busy between September – early December. If this would be a barrier to you attending a Campus Jobs Drop In, please contact campusjobs@lincoln.ac.uk and we will do our best to offer alternative arrangements.

13. How do I submit a pay claim on MyView?

The link below will take you to a step by step guide created by Payroll Services on how to submit a pay claim on MyView.

[MyView student guide](#)

If you have any further questions, please email payrollservices@lincoln.ac.uk with your query.

Links

Careers & Employability	Careers Website
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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. For more information please email advice@lincoln.ac.uk.

Important please read:

Please follow the link below to the Student Support Centre's privacy statement and make sure you are fully aware how we use the personal information you provide to us. [Our Privacy Statement](#)

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 internationaladvice@lincoln.ac.uk.