

<b>Part A - To be completed by Casual Teacher (CAPITAL LETTERS)</b>										
Title	Forename(s)	Surname	Assignment Number:							
Home Address:			National Insurance Number:							
			<input type="checkbox"/> Mark X in this box if your home address or bank details have changed since your last claim.							
			Post Code:							
Have you any other paid employment with Devon County Council? YES / NO - If yes, please state Assignment No: _____										
Establishment:			Job Title:							

<b>If this is your first claim, or you have not claimed during the last 6 months, the following must be completed:</b>																
Date of Birth:	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;">D D</td> <td style="width: 33%;">M M</td> <td style="width: 33%;">Y Y Y Y</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	D D	M M	Y Y Y Y				<b>HMRC Starter's Checklist</b> - Read notes overleaf, enter 'X' in the one box that applies to you and attach P45 if available:						A	B	C
D D	M M	Y Y Y Y														
						Plan 1 / Plan 2 / PGL										
<b>If you are due to repay a Student and/or Post Graduate Loan through Payroll, please indicate plan type:</b>																
(See Part A note 4 overleaf)																
<b>Please provide details of the Bank or Building Society Account into which you wish your payment to be made:</b>																
Bank/Building Society Name: _____					Account No: _____											
Address: _____					Sort Code: _____											
Building Society Account No: _____																

<b>Claim for Payment:</b>										
Week Ending		Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Totals	Notes
	Hrs									
	Alls									
	Hrs									
	Alls									
	Hrs									
	Alls									
	Hrs									
	Alls									

I confirm that I personally performed the hours and duties for which payment is claimed above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Casual Teacher)

**Part B - Payment grid MUST be completed by Manager (CAPITAL LETTERS)**

<b>PAYMENT GRID</b>		Claim Type: SUP_***	Period Ending:		
Code	Element	Analysis Code	Qualified Status <small>(Delete as appropriate)</small>	Hours Worked	Annual Salary
YT	Supply Teaching NR	- -	Qualified or Unqualified		
YN	Supply Teach Special Needs NR	- -	Qualified or Unqualified		
<b>Special Needs Annual Amount</b>					

I certify that the hours claimed by the Casual Teacher are correct and I authorise payment in accordance with the Payment Grid above.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_  
(Authorised Officer) (CAPITALS)

Contact Telephone No: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE THAT THIS FORM WILL BE RETURNED FOR AMENDMENT IF THE INFORMATION PROVIDED IS INCORRECT OR INCOMPLETE**

**General Notes**

- 1) This form has been designed for use by Teachers paid on the Unqualified, Qualified and Threshold pay scales only.
- 2) The form should be completed on a monthly basis, to the last day of the month, unless instructions are issued to the contrary (e.g. to accommodate early deadlines at Christmas).
- 3) Part A is to be completed by the Casual Teacher and Part B by the Casual Teacher's manager. All data to be completed in **CAPITAL LETTERS**.
- 4) Where claims for casual work are spread over more than one month, a separate form must be completed for each monthly period.
- 5) The completed form to be forwarded to HR ONE Payroll Service, Great Moor House, Bittern Road, Sowton, Exeter EX2 7NL as soon after the end of the claim period as possible, in order for it to reach the Payroll Section within the deadlines as published on the DCC Website.

**Part A (Casual Teacher)**

- 1) The Assignment Number can be obtained from your monthly payslip. Care should be taken to ensure that the correct suffix number is quoted in order that payment is made against the appropriate assignment.
- 2a) All details in the top section of Part A must be completed on every claim, regardless of the period between claims.
- 2b) The middle section of Part A must be completed on the Casual Teacher's first claim and need only be completed thereafter when there is a break of 6 months or more between making claims.

2c) **HMRC Starter's Checklist:**

<p><b>A:</b> This is my first job since last 6 April and I have not been receiving taxable jobseeker's allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.</p>	<p><b>B:</b> This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseekers's Allowance, Employment and Support Allowance or incapacity Benefit. I do not receive a state or occupational pension.</p>	<p><b>C:</b> I have another job or receive a state or occupational pension.</p>
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- 2d) The bottom section of Part A must be completed for each claim.
- 3) When the form is complete, it must be signed, dated and passed to your manager for the claim to be authorised.
- 4) **Student and/or Post Graduate Loans (advanced in the UK)**  
 (You are not due to repay a Student and/or Post Graduate Loan through Payroll if you finished your studies after 6th April this year, or you are repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments from your bank or building society account.)  
 You will have a **Plan 1 Student Loan** if:
  - You lived in Scotland or Northern Ireland when you started your course, or
  - You lived in England or Wales and started your course before 1 September 2012
 You will have a **Plan 2 Student Loan** if you lived in England or Wales and started your course on or after 1 September 2012.

**Part B (Manager)**

- 1) The Payment Grid is to be completed by the manager. The 'Period Ending' is to be completed in the format of nn/nn/nnnn (e.g. 31/01/2008).
- 2) The Worked Hours are to be input on a monthly basis.
- 3) The manager is responsible for checking the accuracy of the Casual Teacher's claim and the correct completion of the Payment Grid. The Payroll Services Section will pay the claim as authorised and will not normally perform any additional checks on the accuracy of the data.
- 4) The analysis code column should be completed on all claim entries to ensure the correct costing of the claim.
- 5) Where the Input value is in hours, the actual 'Work Hours' should be entered in the Payment Grid. Hours should be input in the decimal format (e.g. 30 Minutes to be shown as 0.50 Hours).
- 6) The full time value must be provided in the Annual Salary field.
- 7) Where a Special Needs Annual Amount is required, the full time value must be provided.
- 8) When the form is complete, it must be authorised, dated and forwarded to the Payroll Services Section for payment to be made.