

**New Staff Details – All Categories of Worker**

***All fields on this form are mandatory and MUST be completed for payroll purposes and to allow the University to complete various anonymous statutory returns and/or to comply with legislative requirements.***

See Note A for our Fair Processing Statement.

*\* delete as appropriate*

**Personal Details**

|  |  |
| --- | --- |
| **Title** | Prof/Dr/Mr/Mrs /Ms Miss/Lady/Lord/Sir/Reverend\* |
| **Last Name/Family Name**  **(please highlight your Family name)** |  |
| **First Name(s)** |  |
| **Date Of Birth** (DD/MM/YY) |  |
| **National Insurance number** |  |
| **Have you previously been employed by Heriot-Watt University?** | Yes/No\* |
| **If ‘yes’, what dates were you employed?**  **(if known)** |  |
| **What was your HWU Employee No.?**  **(if known)** |  |

**Bank Information**

|  |  |
| --- | --- |
| **Bank or Building Society Name** |  |
| **Branch** |  |
| **Sort Code** |  |
| **Account Number:** |  |

**International bank details for employees at international campuses (Dubai / Malaysia) ONLY:**

|  |  |
| --- | --- |
| **IBAN no** |  |
| **BIC Code** |  |
| **Routing Code** |  |
| **Foreign Bank Address** |  |

**HESA Information**

|  |  |
| --- | --- |
| **What is your Highest Educational Qualification** |  |
| **Have you previously been employed by another HEI in the UK** | Yes/No\* |
| **If ‘yes’, what was the most recent HEI you were employed by?** |  |
| **If ‘yes’, what is your HESA number?**  **(If known)** |  |

**Eligibility to Work in the UK (for UK Campuses only)**

Please note that we need to verify your passport, together with Visa/Biometric Card if required to satisfy UKVI requirements. We are unable to commence employment and pay salary until we have seen the original documents or verified them via an online share code. (Please see our [Right To Work Checks Guidance](https://www.hw.ac.uk/uk/services/docs/hr/policies/IMMIGRATIONGUIDANCE-RighttoWorkChecksfromOctober2022.pdf) and Note B for further details on suitable evidence required to provide proof of eligibility.

**If your eligibility to work is based on a Student Visa you must not work more than 10 or 20 hours per week during term time for any employer. This includes work carried out under a contract/s of employment, casual work, overtime, and unpaid work.**

|  |  |
| --- | --- |
| **Passport Country / Nationality** |  |
| **Passport Number** |  |
| **Issue Date** (DD/MM/YY) |  |
| **Place of Issue** |  |
| **Place of Birth** |  |
| **Expiry Date** (DD/MM/YY) |  |

**Visa Details (for non-UK/Irish Nationals)**

|  |  |
| --- | --- |
| **Type of Visa Held** |  |
| **Visa Number** |  |
| **Issue Date** (DD/MM/YY) |  |
| **Expiry Date** (DD/MM/YY) |  |
| **Place of Issue** |  |
| **Issuing Authority** |  |

**Personal Declaration**

I confirm that the above information is, to the best of my knowledge correct and complete.

|  |  |
| --- | --- |
| **Print name** |  |
| **Signature** |  |
| **Date** (DD/MM/YY) |  |

**Note A – Fair Processing Notice: How Heriot-Watt University uses your information**

Heriot-Watt University is a public authority with a number of legal duties placed upon us to ensure that we eliminate unlawful discrimination and promote equal opportunities. To help us meet these duties we are collecting information about our service users to help us plan activity for improving our services. Under various Data Protection Acts, the information you give us is voluntary and Heriot-Watt University will keep your personal details safe and secure with strict limits on who has access to the information, and you may ask us to stop processing this data at any time. By filling in the form and returning it, you are consenting to your data being processed and looked after in this way. Information about what the University holds and does with your personal information and how to use your privacy and data protection rights is in our [Privacy Notice](https://www.hw.ac.uk/uk/services/information-governance/access/privacy-employees-contractors.htm) for employees and contingent workers. If you have any questions or queries about this, please contact the Data Protection Officer at [FOI@hw.ac.uk](mailto:FOI@hw.ac.uk).

**Note B – Evidence to Support Proof of Eligibility to work in the UK**

UK Immigration legislation, in particular the Immigration, Asylum and Nationality Act 2006, is designed to prevent illegal working in the UK. To prevent illegal working it is necessary that employers carry out document checks on all prospective employees. These checks are required to ensure that employees demonstrate that they are eligible to work in the UK.

Therefore, you cannot start work until we have seen the required documents.

The evidence you need to provide must be in one of the following formats:

* a UK or Irish passport
* a document issued by the Home Office confirming that the holder has no time limit on their stay in the UK
* an Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment
* A passport endorsed to show the holder is able to stay and has permission to work in the UK
* A letter issued by the Home Office confirming that the holder is permitted to take employment in the UK
* A biometric card confirming your employment status together with your passport
* If you are a UK National but do not have a passport you will need to provide:
* an official document confirming your National Insurance (NI) number and name, such as a P45, P60 or National Insurance card, along with either a full birth certificate, a letter issued by the Home Office, or an Immigration Status Document





# Instructions for employers

Starter checklist

This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous 3 tax years. Do not send this form to

HM Revenue and Customs (HMRC).

# Instructions for employees

As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer. Do not send this form to HMRC.

It’s important that you choose the correct statement. If you do not choose the correct statement, you may pay too much or too little tax. For help filling in this form watch our short youtube video, go to [www.youtube.com/hmrcgovuk](http://www.youtube.com/hmrcgovuk)

# Employee’s personal details

**Last name**

**1**

|  |
| --- |
|  |

**First names**

**2**

Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth

|  |
| --- |
|  |
|  |

**Home address**

|  |
| --- |
|  |
|  |
|  |
| Postcode: |
| Country: |

**National Insurance no.** if known (Format): 00 00 00 00 0)

**6**

**5**

**Are you male or female?**

**3**

Male

Female

**Employment start date** DD MM YYYY

**Date of birth** DD MM YYYY

DD MM YYYY

**4**

**7**

DD MM YYYY

**Employee statement**

**Choose the statement that applies to you, either A, B or C, and tick the appropriate box.**

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|  |  |  |
| --- | --- | --- |
| **Statement A** | **Statement B** | **Statement C** |
| Do not choose this statement if you’re in receipt of a State, Works, or Private Pension.  Choose this statement if the following applies.  This is my first job since 6 April and since the 6 April I’ve not received payments from any of the following:   * Jobseeker’s Allowance * Employment and Support Allowance * Incapacity Benefit | Do not choose this statement if you’re in receipt of a State, Works, or Private Pension.  Choose this statement if the following applies.  Since 6 April I have had another job, but I do not have a P45. And/or since the 6 April I have received payments from any of the following:   * Jobseeker’s Allowance * Employment and Support Allowance * Incapacity Benefit | Choose this statement if:   * you have another job and/or * you’re in receipt of a State, Works   or Private Pension |
| Statement A applies to me | Statement B applies to me | Statement C applies to me |

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# Student loans

**Tell us if any of the following statements apply to you:**

**9**

|  |
| --- |
| **Types of Student Loan** |
| **You have Plan 1 if any of the following apply:**   * you lived in Northern Ireland when you started   your course   * you lived in England or Wales and started your course   before 1 September 2012 |
| **You have a Plan 2 if:**  You lived in England or Wales and started your course on or  after 1 September 2012. |
| **You have a Plan 4 if:**  You lived in Scotland and applied through the  Students Award Agency Scotland (SAAS) when you started your course. |
| **You have a Postgraduate Loan if any of the following apply:**   * you lived in England and started your Postgraduate   Master’s course on or after 1 August 2016   * you lived in Wales and started your Postgraduate Master’s   course on or after 1 August 2017   * you lived in England or Wales and started your   Postgraduate Doctoral course on or after 1 August 2018 |

* you do not have any Student or Postgraduate Loans
* you’re still studying full-time on a course that your Student Loan relates to
* you completed or left your full-time course after the start of the current tax year, which started on 6 April
* you’re already making regular direct debit repayments from your bank, as agreed with the Student Loans Company

If No, tick this box and go to question 10

If Yes, tick this box and go straight to the Declaration

**To avoid repaying more than you need to, tick the correct Student Loans that you have - use the guidance on the right to help you.**

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Please tick all that apply Plan 1

Plan 2

Plan 4

Postgraduate Loan (England and Wales only)

Employees, for more information about the type of loan you have, go to [www.gov.uk/sign-in-to-manage-your-student-loan-balance](http://www.gov.uk/sign-in-to-manage-your-student-loan-balance) Employers, for guidance go to [www.gov.uk/guidance/special-rules-for-student-loans](http://www.gov.uk/guidance/special-rules-for-student-loans)

# Declaration

I confirm that the information I’ve given on this form is correct.

**Signature**

**Full name**

**Date** DD MM YYYY

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