

Casual Worker Recruitment & Payment Flowchart

Please ensure that (i) the casual staff request is submitted with sufficient time for right to work checks to be completed, and
(ii) that the budget holder has approved the expenditure related to recruitment before any work takes place.

Please liaise with Assistant Research Manager, _____, for research admin queries: _____@sussex.ac.uk

All other queries should be directed to Senior Operations Manager, Ana Pereira: A.Pereira@sussex.ac.uk

- Guest Lecturer / Speaker / Facilitator
- External Research Assessors
 - School Mentors claiming supply cover
 - External Academics supporting specialist marking / assessment
- Experts by Experience (Recruited since 2022)

School Tutors

- Student Helpers / Ambassadors
 - Research Assistants
 - Interview Assistants

Payment via Invoice

Not subject to deductions.

Claimants are responsible for declaring their earnings for tax purposes.