

Vacation studentships, bursaries and internships: confirmed processes

Context

A wide range of studentships, bursaries and internships are awarded across the University each summer. These range from studentships and bursaries funded by external organisations such as the Research Councils, Wellcome Trust and various smaller charities through to University-funded opportunities for students. From April 2019, the Research Councils and Wellcome Trust introduced a requirement for students in receipt of funding to be paid via payroll with an hourly rate no lower than the minimum wage.

Due to the short notice provided for this change, the University offered an interim solution for the summer period in 2019. Roles funded by the Research Councils, the Wellcome Trust and University-funded 'internships' running for less than 12 weeks were channelled via the CAG service and paid via Payroll. Campus Internships running for 12 weeks or longer continued to be administered via HR and paid via Payroll. All other external funding from other source e.g. charities continued to be paid via stipend, administered via the Student Funding office.

This interim process inevitably led to a two-tier set of processes. Workers paid via stipend remained vulnerable to potential payment at a rate lower than the minimum wage and did not receive benefits such as accrued holiday pay for the hours they worked. They did, however, receive their stipend payments quickly as the payment process was administered via Accounts Payable and did not rely on the monthly payroll run. Workers paid via the CAG service received an hourly rate at the minimum wage or higher and accrued holiday pay for the hours they worked, but they were paid in arrears monthly for hours completed in the previous month.

Data was collected on roles processed via the CAG service and the Student Funding Office during this interim period to inform decision making on processes moving forward. Following review of this data in liaison with colleagues from Education Services, the Tax team and HR colleagues responsible for the University's Living Wage commitment, a process has been agreed for these roles to ensure parity for workers and adherence to legal and policy requirements.

Confirmed processes from 2020

There is an exemption available from HM Revenue and Customs that states that scholarships, bursaries and similar payments made to individuals who are receiving full-time instruction at a University are exempted from income tax, as long as payments made are deemed to be reasonable. In such cases relevant expenses covered by the scholarship, bursary etc can be paid via accounts payable.

This exemption does not apply to payments made to any individuals for periods spent working for the University during vacations on activities not directly related to their studies. In this regard work includes any supervised activity at the University, including shadowing, where there is an expectation that the individual will receive payment, including expenses, in return for the duties undertaken. In such circumstance's payments will be potentially be liable to tax and national insurance deductions.

The following processes will apply for all roles where the activities can be described as 'work' and must therefore be administered and paid via the CAG service:

- Managers will need to submit a Candidate Request Form (CRF) at least three weeks prior to the work commencing, and the workers must be registered and issued a contract and timesheet before they can start work.

- Workers will be paid monthly in arrears (i.e on 26th of the month following the month worked) via Payroll and will accrue holiday at a rate of 12.07% of the total hours worked each month.
- Accrued holiday pay will be paid automatically alongside payment for the hours worked each month following submission of an authorised timesheet by the last working day of the month in which the work is completed.

Annex A outlines the process for recruiting a student worker via the CAG service.

All roles must be paid an hourly rate for the work they complete and must be paid at the minimum living wage if the duration is eight weeks or less. Roles longer than eight weeks must be paid at the Living Wage Foundation living wage. For 2020 the minimum living wage is £8.72 per hour and the Living Wage Foundation living wage rate is £9.30 per hour. Students will also receive holiday pay at 12.07% of the total hours worked each month and there may also be other on-costs for NI contributions; this should be factored in to costings when deciding the hours/duration of roles (see Annex B for an example of costings against the current minimum living wage). The University is committed to paying the Living Wage Foundation living wage, which is currently £9.30 per hour but we have agreement that these roles can be paid at the lower national minimum living wage provided their duration is **eight weeks or less**.

The Campus Internships scheme continues to be administered via HR and paid via Payroll and applies to roles with a minim duration of 12 weeks. For further details on the campus internship scheme, please visit the web page here:

<https://www.bristol.ac.uk/media-library/sites/hr/documents/policy/campus-internships/Campus-Internships-Scheme-Feb-2019.pdf>.

Annex A: Recruiting a student for summer work via the CAG service

Recruiting workers via the CAG service

Recruiting a single student or small numbers of students (less than 10) – Individual form	Recruiting multiple students (more than 10) – Batch form
<p>The recruiting manager will submit a Candidate Request Form to tss-campaigns@bristol.ac.uk requesting the work and student(s) required to complete it.</p> <p>It is important that the form is completed in full before submission; incomplete forms will be returned, and this will cause delays to the registration process.</p>	<p>The recruiting manager will submit a Candidate Request Form to tss-campaigns@bristol.ac.uk for the group of students, along with an excel spreadsheet detailing the individuals and their contact details.</p> <p>It is important that the form is completed in full before submission; incomplete forms will be returned, and this will cause delays to the registration process.</p>
<p>Budget Holder approval is required in writing for all requests. This can be provided alongside the Candidate Request Form, or the CAG team will need to request this via email on receipt of the form.</p>	<p>Budget Holder approval is required in writing for all requests. This can be provided alongside the Candidate Request Form, or the CAG team will need to request this via email on receipt of the form.</p>
<p>Once the form and Budget Holder approval is received, the CAG team will contact the student(s) to register them. Students must attend for registration at the TSS offices along with their Right to Work documents: it is not possible to continue with registration until compliance checks have been completed. <u>It is not possible to use student registration documents in lieu of these checks, as they do not satisfy the legal requirement for compliance checks.</u></p> <p>Students who are already registered with the CAG service will not be asked to resubmit their RTW documents.</p>	<p>Once the form and Budget Holder approval is received, the CAG team will contact the student(s) to register them. Students must attend for registration at the TSS offices along with their Right to Work documents: it is not possible to continue with registration until compliance checks have been completed. <u>It is not possible to use student registration documents in lieu of these checks, as they do not satisfy the legal requirement for compliance checks.</u></p> <p>Students who are already registered with the CAG service will not be asked to resubmit their RTW documents.</p>
<p>Students will be asked to complete a Staff Record Form and to sign a contract for the role. Their registration cannot be completed until these have been received.</p>	<p>Students will be asked to complete a Staff Record Form and to sign a contract for the role. Their registration cannot be completed until these have been received.</p>
<p>Once the TSS has all the required documents from the student (RTW/compliance documents, Staff Record Form and signed contract), the team will set up a resource record in MyERP and issue a timesheet for the role.</p> <p><u>Student workers must not start work until they receive their timesheet; this is an indication that all legal checks have been completed and that the individual can be paid for work completed.</u></p>	<p>Once the TSS has all the required documents from the student (RTW/compliance documents, Staff Record Form and signed contract), the team will set up a resource record in MyERP and issue a mass timesheet for the role.</p> <p>This will be sent directly to the recruiting manager, and they will be required to complete hours worked by each student worker each month and submit the sheet to tss-pay@bristol.ac.uk.</p> <p><u>Student workers must not start work until the manager has received the mass timesheet; this is an indication that all legal checks have been completed and that the individuals can be paid for work completed.</u></p>

Paying workers via the CAG service

Paying a single student	Paying multiple students
<p>The student workers will complete a monthly timesheet indicating the hours worked each day and week. They should return this to their manager in time to enable the manager to submit the completed timesheet to tss-pay@bristol.ac.uk by the last working day of the month.</p> <p>It is very important that timesheets are submitted to the correct email address no later than the last working day of the month. Late timesheets cannot be processed for payments, so the individual would then have to wait for the following month's payroll run for payment.</p>	<p>The student workers will confirm their monthly hours with their manager in time to enable the manager to submit the completed mass timesheet to tss-pay@bristol.ac.uk by the last working day of the month.</p> <p>It is very important that timesheets are submitted to the correct email address no later than the last working day of the month. Late timesheets cannot be processed for payments, so the individual would then have to wait for the following month's payroll run for payment.</p>
<p>Holiday is accrued at 12.07% of the total hours worked and this is paid automatically each month alongside payment for the hours worked. These costs, along with any relevant on-costs, will be deducted from the budget code supplied each month.</p>	<p>Holiday is accrued at 12.07% of the total hours worked and this is paid automatically each month alongside payment for the hours worked. These costs, along with any relevant on-costs, will be deducted from the budget code supplied each month.</p>

Further information on the payroll process is available on the TSS website, and guidance on completing and submitting timesheets is available [here](#).

Annex B: Example costings for summer work via the CAG service

Hourly rate	£8.72	£8.72	£8.72	£8.72	£8.72
Hours worked	35	30	25	22	20
Weekly amount	£305.20	£261.60	£218.00	£191.84	£174.40
12.07% holiday pay	£36.84	£31.58	£26.31	£23.16	£21.05
GROSS AMOUNT TO STUDENT*	£342.04	£293.18	£244.31	£215.00	£195.45
Amount after NI tax free total £166.01	£176.03	£127.17	£78.30	£48.99	£29.44
Employer's NI @ 13.8%	£24.92	£17.55	£10.81	£6.76	£4.06
TOTAL CHARGED TO BUDGET**	£366.96	£310.73	£253.12	£221.76	£199.51
(Cost per hour including charges)	£10.48	£10.36	£10.20	£10.08	£9.98
<p>*the student may have deductions for income tax/NI from this gross amount, and will be paid a net amount after any deductions.</p> <p>**this is not the amount that the student will receive, it is the estimated weekly cost charged to the budget for the worker</p>					