

UNITEMPS

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Working with Unitemps



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Who are we?

Unitemps is the Canterbury Christ Church University's on campus temporary staffing agency. We specialise in a variety of jobs within the university departments and businesses within the local area. As part of the University's Career Development Service, we enable students and graduates to gain essential working experience which is flexible around your studies. However, Unitemps is not just for students and graduates, anyone from the local area is able to work through Unitemps.

Our Ethos

We combine the high ethical standards of the Higher Education sector with the commercial acumen to deliver a professional and reliable service. So what difference does it make that Unitemps is owned by universities? The difference is that the Unitemps staff are university employees and are not paid on commission, therefore focussed on providing an excellent service.

Work Available

We cover a wide range of sectors covering everything from accountancy and finance, to catering, retail and IT. Roles vary from part-time, full-time, temporary, permanent positions to graduate and internship opportunities. To view all current vacancies visit www.unitemps.com.

UNITEMPS

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2 Register with Unitemps

Whether you are a current student, graduate or a locally skilled candidate - anyone can register with Unitemps. There are two stages to the registration process:

1. First you must register online to create your candidate account at www.unitemps.com/register. Complete the registration form ensuring you complete as much information as possible. Once your account is created, you will then be able to apply for jobs advertised online through our website.
2. If your job application is successful, the next stage is to visit your Unitemps office on campus with your eligibility to work documents before you commence your job role.

How to apply for a job

Once you have registered online and created your candidate account, follow these simple steps below to start applying for jobs:

1. Go to 'My CV library' once logged into your account and upload your CV. You can upload multiple CVs for different types of roles.
2. Go to 'My references' and enter the details of two referees. If you have work experience, please include contact details of your previous employers, including your most recent. If you have not worked before, Unitemps will accept an academic or personal referee, however these cannot be family members.
3. Enter details of your skills, language and computer literacy in the 'Skills and Experience' part of your profile.
4. Using the 'Search for jobs' function on the website, search and browse for vacancies available. You can view details of any role, along with the hours of work, location, rate of pay, estimated start date and duration by clicking into the job.
5. Once you have found a job you would like to apply for, select the CV you wish to use, tailor your covering letter for the position and finally submit your application by clicking on 'Apply for job'.

Once the selection has taken place, successful applicants will be contacted by phone or email.



What happens next?

You can track the progress of your application via the 'My applications' section in your online account.

If your application is successful, a consultant from the Unitemps office will contact you either by phone or email, to arrange an interview if necessary. Therefore, please ensure your contact details are correct.

You will then be required to visit the Unitemps office on campus, to provide your eligibility to work documents along with completing your payroll information form.

Please note if your application is unsuccessful, Unitemps cannot guarantee you will be directly notified via email or phone, due to the large number of applications we receive. However, you can track your application progress via 'My applications'.

Working with us

When you are working through Unitemps, you are representing us and we rely upon you to project a positive and professional image. To help us maintain good relationships with employers, we expect you to:

- Be prompt and punctual for any interviews and notify Unitemps if you are unable to attend.
- Let Unitemps and the organisation you are working for know as soon as possible if you are going to be absent from work or late for any reason.
- If you know that you have any coursework deadlines or exam revision, inform your employer as far in advance as possible if you will need to take time off or to rearrange your hours.
- Maintain confidentiality of any information or records that you see during your work. Always ask your employer for permission if you want to use information about the company within your academic assignments or projects.
- Let us know straight away if you encounter any problems within the workplace with regard to sexual or racial harassment or dubious employment practices.
- Keep your profile on the Unitemps website up to date. If we cannot contact you because you have changed your address, mobile or email address, we will not be able to find you work.
- Let us know if you forget your username or password and we can email these to you. Please do not register again as this causes problems due to duplicate records on our system.



4 Submitting timesheets

Timesheets are submitted on a weekly basis for the hours worked on your assignment for that week. You will be paid at the end of each month.

In order to submit a timesheet, login to your Unitemps account, click 'Submit a timesheet' and follow these simple steps:

1. Click 'Select a job'.
2. Select the job you wish to submit your timesheet for.
3. Click 'Create new timesheet'
4. Select the week ending date (please note the week ending date is the Sunday for that week worked).
5. Enter the hours you have worked using the 'Your hours' form.
6. If you have entered your hours worked for that week click 'Submit'. If you are still due to work hours for that week, you can click 'Save and edit later'.

What is holiday pay?

Holiday pay is calculated by the number of hours worked multiplied by the holiday pay rate of a particular assignment. Holiday pay is an additional pay rate to your standard wage, which accrues as its own entity and is available to claim through the Unitemps website. Unitemps holiday year runs from 1 August through to 31 July and all holiday entitlement must be taken during the course of the leave year in which it accrues.

Holiday pay is claimed online via the holiday pay section once your timesheets have been approved.

For more information on the process of claiming holiday pay, please log in to your account and read the 'Holiday pay guide'.



Canterbury Christ Church University students

As a Christ Church student, the Unitemps service enables you to find flexible work to fit around your studies, allowing you to gain essential work experience and skills to add value to your future career and employability.

In addition to the Unitemps service, the Career Development service offers a wide range of employability support and advice. Areas that we are able to help with include:

- One to one CV and job application advice
- CV and quick query drop in sessions
- Career development and aspirations advice with a Careers Consultant
- Job interview techniques and tips
- The Core - a dedicated online resource for your career planning

For more information on our services visit The Core by going to Blackboard and clicking on the 'Careers and Jobs' tab. For more information, email careers@canterbury.ac.uk

International students

Most International students are now allowed to work, subject to certain restrictions:

- If your course is at degree level, you can normally work on a temporary basis up to 20 hours per week during term-time. For those studying below degree level, you are restricted to a maximum of 10 hours per week during term-time.
- You can work full-time during vacations (please note term times are governed by the university academic calendar, not your own course commitments or timetable) unless you are still completing your dissertation, which means you are still under restriction.
- If you are undertaking a placement year as part of a validated sandwich programme, you can work full-time without a work permit.
- You must not set up your own business or be self-employed.
- You cannot work as a professional sports person or entertainer.
- You cannot pursue a career by filling a permanent full-time vacancy.
- For more information go to the UK Border Agency website at www.ukba.homeoffice.gov.uk

6 Working in the UK

If you are a UK national or a citizen of a European Economic Area (EEA) country, excluding Bulgaria and Romania, you can work in the UK without any restrictions on the type or amount of work that you undertake. EEA countries are as follows: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Liechtenstein, Italy, Latvia, Lithuania, Luxembourg, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.

If you are a citizen of Romania or Bulgaria, you must be in possession of a Yellow Registration Certificate before you start work, even if you are a student.

If you are a citizen of a non-EEA country then you will require a visa in order to work in the UK. As with all candidates, you will need to provide evidence of your eligibility to work in the UK along with proof of identity before beginning any assignment with Unitemps.

For more information go to the UK Border Agency website at www.ukba.homeoffice.gov.uk.



Tax and National Insurance

When you are working, you will most likely be required to pay Income Tax and National Insurance on your earnings. How much you pay will depend upon your gross weekly/monthly earnings. Unitemps will make all relevant deductions and these will be shown on your pay slip, which will include your gross salary, any deductions made and your net pay. To find out more about Income Tax and National Insurance, including tax thresholds and allowances go to www.hmrc.gov.uk.

How is my tax calculated?

When you begin work you will need a tax code, which tells your employer what your personal tax allowance will be. If you have worked in the current tax year, your last employer should have given you a P45, parts 2 and 3 of which you should pass on to Unitemps.

If you have not worked before, or do not have a valid P45, you can complete a payroll form that incorporates the required tax status information at the Unitemps office in Canterbury once you have secured a job through Unitemps.

If you are still working at the end of the tax year (5th April), you should receive a P60 form from Unitemps, which will outline your total earnings for the year and the tax and National Insurance deductions that have been made.

Please keep any P45 or P60 forms that are issued to you in a safe place as they cannot usually be replaced.

We cannot accept P38 forms from students to allow them to have their earnings paid without the deduction of tax. These forms are for people who work during the summer vacation. As many of our students work during term-time and the other vacations, these forms cannot be used.

If you need any help or advice, please get in touch with your Unitemps office. Alternatively, call the HM Revenue and Customs taxes helpline (quoting your National Insurance number) for advice: 0845 300 0627.

Please contact your Unitemps office for the tax reference.



Health and Safety information



Health and Safety Information

We are committed to ensuring that all activities undertaken whilst working on an assignment through Unitemps are carried out to the highest possible standards of health and safety. It is our foremost concern that all temporary workers remain safe and healthy and we will take all reasonable measures to ensure this.

The Health & Safety Act 1974 places a responsibility upon everybody to protect the health and safety of themselves and others when carrying out any work activity.

Please take a few minutes to read and familiarise yourself with this information. If you have any questions, or are unsure of anything, please contact your local Unitemps office.

Emergency

It is important that you are familiar with the emergency procedures for your work area so that you can act appropriately should an emergency situation arise. If you are not provided with this when you start, ask your line manager for the emergency procedure for where you are working.

First Aid

Upon starting a new assignment, make sure you are aware of the designated first aiders and the procedure for reporting incidents.

Please make yourself aware of your nearest first aid box and how to contact a first aider before an incident happens.

Fire

It is essential that you understand how to act in the event of a fire.

If you discover a fire:

1. Shout "Fire" and operate the nearest red break glass point.
2. Alert the emergency services

If you hear an alarm in the building you are in:

1. Evacuate immediately, calmly and safely.
2. Always leave by the nearest exit.
3. Go to the assembly point as directed. Do not linger in doorways as this only impedes the fire brigade and endangers you and other people.



4. Never re-enter a building until you are told to do so by Security, even if the alarms stop.
5. Never assume it's a false alarm. If the alarm sounds you must leave the building immediately.

Automatic fire detectors, warning systems and fire fighting equipment are put in place for everybody's safety. To interfere with such systems and related equipment is irresponsible. It is a serious disciplinary matter and can result in the criminal prosecution of the individual. The fire detection system is extremely sensitive and can be easily activated through careless use of cooking facilities and aerosols. Blocking kitchen doors open is a primary cause of false alarms.

Incident Reporting

All accidents/incidents in the workplace must be reported. Upon starting a new assignment, make sure you are aware of the procedures for reporting incidents.

Please ensure that the management of the area are made aware of the incident as soon as possible, either verbally or by copy of the report form.

For staff who do not have computer access their managers should provide them with a hard copy of the report form. Please do not complete this form electronically but print it out before completing by hand, leaving the accident number field empty.

Some incidents must be reported as soon as possible to the H&S Department, including:

- Accidents which result in a student or visitor being taken to hospital.
- An accident which causes a fractured bone.
- Incidents where the involved staff member will be or has been absent from work for 3 days as a result of the incident.
- Certain dangerous occurrences.
- Some health effects that might be caused by work.
- Incidents where there is property damage but no injury such as a fire.

In some cases it is essential that the Health and Safety Adviser inspects the area as part of their investigation of the incident - in this case please make the area safe but do not disturb it as far as possible. Then please report it using the online report form or by ringing your Health and Safety Adviser who will decide how to progress the matter.

Reporting an incident will allow any action to be taken to prevent the same thing happening again and also enable the University to report serious incidents to the HSA.



Hazardous Areas

If you are working in a hazardous area it is important that you are aware of any additional precautions that you need to take to work safely.

There are four basic types of safety sign, each with specific meanings attributed to the different colour and shape of sign;

- Signs with a green background provide information and / or indicate a safe condition e.g. emergency exit.
- Signs with a blue background give mandatory instructions which must be complied with e.g. wearing of personal protective equipment.
- Red signs with a white background are prohibition signs which inform you that you must not do something e.g. no smoking sign.
- Black and yellow signs are used to give a warning of a particular hazard e.g. a wet floor sign.

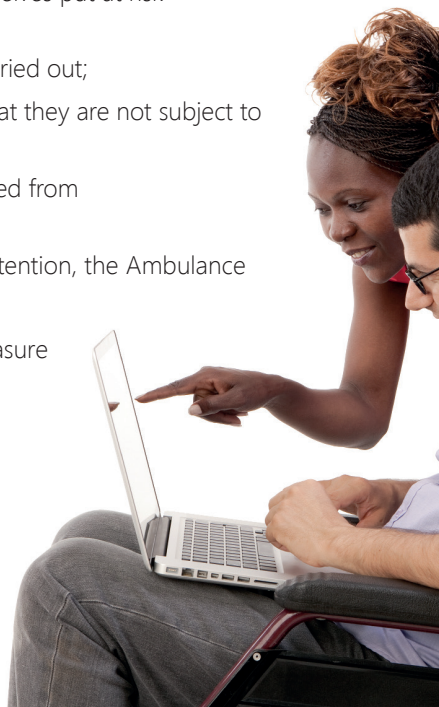
It is important that you are able to recognise safety signs in the workplace and respond to them appropriately to ensure your own safety and the safety of others.

In the event of a person potentially being exposed to a substance that poses significant hazard to health it is essential that:

- Staff assisting should take care that they are not themselves put at risk of exposure;
- Relevant decontamination of the person should be carried out;
- The person kept or moved to a place of safety such that they are not subject to further exposure nor present a risk to others; and
- Medical advice should be sought before they are moved from this place of safety.

If the affected persons are in obvious need of medical attention, the Ambulance Service should be called and provided with details.

If medical checks are being taken as a precautionary measure then the affected individual(s) should not be sent to A&E without informing A&E of the details of the exposure and checking with A&E that they are able to receive the individual(s).



An awareness of risk assessment is essential to safe working.

It is important that you are aware of the content of any risk assessments as this will inform you of what risks are involved and the control measures you need to have in place. This will then help you carry out your activity safely by reducing the risks to yourselves and anyone else.

It is your responsibility to familiarise yourself with relevant risk assessments within your area of work.

If you feel there is a significant risk that is not currently supported by a written risk assessment, please report this to the person responsible for the area or the H&S Adviser.

Safety Equipment / PPE

Equipment provided for your safety must be used appropriately.

The provision of safety equipment and in particular personal protective equipment (PPE) is sometimes called for as a necessary control to further reduce the risk of personal exposure or injury arising from an activity.

All organisations have a duty to provide (free of charge) any PPE that has been assessed as mandatory for the activity or task. Similarly where PPE is a mandatory requirement the temporary worker has a duty to wear the PPE appropriately and report any defects with the PPE to the person responsible for the work area or the H&S adviser.

It is a criminal offence to interfere with or misuse any equipment intended for either your own safety, or the safety of others.

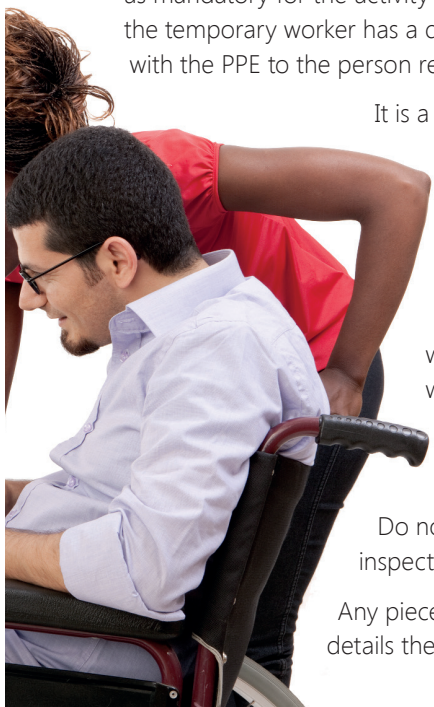
Access & Security

Upon starting your assignment, familiarise yourself with the procedures for gaining access to where you are working.

Portable Electrical Equipment

Do not use portable electrical equipment unless it has a valid inspection label.

Any piece of electrical equipment should have a label on it which details the date that the equipment was last tested and the date



when the next test is due. If an item does not have a label on it, then it should be removed from service and tested before you continue to use it.

If you bring in any electrical equipment to your work place e.g. kettles, toasters, then you must get the item tested before you use it.

Computer Workstations

Take the time to set up your workstation properly to achieve a comfortable position at your desk.

The majority of us now use computers as a significant part of our work. It is important that you take the time to set up your workstation properly to ensure your comfort when working at a computer. The following points provide the main guidelines that you should consider when setting up your workstation:

- You should avoid sitting directly facing a window. Ideally your computer should be positioned at 90 degrees to the window.
- Your screen should be positioned in front of you, adjusted such that the top of the screen is approximately at eye level.
- You should avoid twisting your body in order to use the computer; set up your workstation to achieve a comfortable position in front of the computer.
- Adjust your computer chair such that your forearms are horizontal to the desk with your elbows at right angles. Keep your wrists flat and in a neutral position whilst avoiding resting your wrists on the desk during typing.
- When sitting, your legs should ideally be at 90 degrees and your feet should be flat on the floor or supported with a foot rest (as necessary).
- Computer chairs should have fully adjustable height, back support and seat tip. The majority of DSE related problems are generated by computer users not adjusting their chair properly to achieve an appropriate supporting posture.

If you share your workstation, you should consider your comfort each time you use the workstation, taking the time to make the necessary adjustments to achieve a comfortable working position.

Manual Handling

By applying the basic principles of safe handling you can significantly reduce the risk of injury from manual handling operations.

Any heavy labour or manual material handling can contribute to the risk of injury whilst on the assignment. Manual material handling entails lifting, climbing, pushing, pulling,

and pivoting, all of which pose the risk of injury to the back. Musculoskeletal disorders caused by manual handling work contribute to more than a third of the reportable cases of accidents reported to HSA each year.

Musculoskeletal disorders often involve strains and sprains to the lower back, shoulders, and upper limbs. Tasks may involve bending and twisting, repetitive motions, carrying or lifting heavy loads, and maintaining fixed positions for a long time. Manual handling under these conditions can lead to injury, but considered ergonomic intervention can decrease that likelihood.

Lifting can strain the lumbar vertebrae when done improperly. To avoid this keep loads close to the body and near the person's centre of gravity, using diagonal foot positions, and move loads at waist height rather than directly from the floor.

Pushing is generally easier on the back than pulling and it is important to use both the arms and legs to provide the leverage to start the push.

When moving containers, handlers are safer when pivoting their shoulders, hips and feet with the load in front at all times rather than twisting their back. The lower back is not designed for repetitive twisting.

When climbing with a load, safe material handling includes maintaining contact with the ladder or stairs at three points (two hands and a foot or both feet and a hand). Bulky loads would require a second person or a mechanical device to assist.

Smoking

Smoking is prohibited in any place of work under UK law. If you wish to smoke whilst on assignment, speak with your line manager to discuss when and where you will be able to do so. Persons wishing to smoke must do so in external areas. Smoking must take place away from building entrances in order to prevent smoke drifting back into the building.

Further Information

Don't leave safety to chance. Take responsibility for your own safety, and the safety of others. If you see anything that you think could be dangerous tell your line manager immediately. We all share a responsibility for health and safety at work.

If you have any health and safety queries that have not been included in this document please discuss these with the person responsible for your work area or the Health & Safety Adviser.



The CORE

ACCESS THE CORE FOR:

Planning your future

CV, application and supporting statement advice

Job vacancies – graduate, part-time, vacation and temporary work

Volunteering opportunities

Information and advice on placements

Information on the Christ Church Extra Award

Information on interviews and assessments

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Contact Unitemps:

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