

PROCESS DOCUMENT

Process Name	Postgraduate demonstrators (PGD's)	Process Owner	Payroll
Process Start Point	Academic Unit	Process Output	Postgraduate demonstrator on SAP
Date Process Documented	May 2017	Version	1

	Process	Actioned by	Timescales
1.	<p>The Academic Unit identifies students who they wish to be registered as Postgraduate Demonstrators (PGDs).</p> <p>NOTE: Students should have a minimum of 1 year of visa/eligibility to work.</p>	Academic Unit	
2.	<p>The Academic Unit asks the student to complete sections 1 and 2 the PGS1 when they undertake their first period of work.</p> <p>The date of the appointment from should be the date worked started.</p> <p>The Academic Unit must sign Section 3 of the form to confirm they have verified the details provided in Section 1.</p>	Academic Unit	
3.	<p>The Academic Unit gives the student a copy of the "Statement of Arrangements" to confirm that they have been added to the register of Postgraduate students to undertake teaching and demonstrating duties.</p>	Academic Unit	
4.	<p>The Academic Unit must retain a copy of the PGS1 form; copy of the passport front cover; photo page; visa page or biometric identity card if the student is non-EEA; or Yellow Registration Certificate if the student is a Bulgarian or Romanian National.</p> <p>These records must be retained for 2 years after the student leaves.</p>	Academic Unit	
5.	<p>The Academic Unit sends the PGS1 to Payroll within the first week of the month in which student will first work.</p> <p>The corresponding Monthly Hours form (PGSPay) for payment must be received by Payroll by the 12th day of the month in which they are to be paid.</p>	Academic Unit	<p>First week of the relevant month.</p> <p>Before 12th of the month.</p>