



Royal College of Art

Postgraduate Art & Design

Visiting Lecturer & Casual Worker

One Page Guide to setting up a new or updated contract in four steps.

Welcome to the Royal College of Art. We are pleased to have you working with us. This guide outlines what is required to set up a new **or updated** contract.

Four step set up -

We have highlighted the stage that is commonly missed.

You will be invited via email to register on our e-Recruitment system, [Stonefish](#).

- 1. Ensuring your Right to Work documents have been verified** - If you have not already done so, please arrange a meeting with your Administrative team or HR to verify your right to work documentation. For a list of accepted documentation please see page 2. Please note, your engagement cannot commence without these documents.
- 2. Accepting your 'Terms of Engagement'** Once stage 1 and 2 have been completed, the hiring manager will generate your terms of engagement. You will receive an email notification asking you to log in to [Stonefish](#) to accept the 'Terms of Engagement'. If you do not receive this email please contact your hiring manager.
- 3. Receiving your iTrent login.** One week after you have accepted your 'Terms of Engagement' and completed your right to work checks, you will receive your [iTrent](#) login. If you have not received your iTrent log-in within a week¹ of completing stages 1-3, please contact hr@rca.ac.uk.
- 4. Timesheets - claiming payment for work undertaken.** Timesheets can be submitted through the [iTrent](#). Please see section named 'Time & Expenses step by step guide' in the iTrent User Guide located [here](#)

To see a flow chart of this information – see page 4.

Always use your computer's mouse or trackpad to 'click through', instead of using keyboard shortcuts, such as 'enter'.

Further detailed Information – see Annex overleaf.

- Documentation needed for Right to Work checks.
- International Bank Payments
- Timesheet Deadlines & Getting Paid
- Helplines, User Guides, FAQs and Links to systems
- Flow Chart – who does what?

¹ We are working with our partners to streamline the process for setting up user accounts, which will enable new starters to access iTrent more speedily.

ANNEX -

A. Documentation needed for Right to Work checks

Your engagement is conditional upon providing original documents as evidence of your eligibility to work in the UK in advance of undertaking any work.

- If you are a citizen of a European Economic Area (EEA) or Switzerland, your passport alone can prove your eligibility to work in the UK.
- If you are not a citizen of the EEA or Switzerland, you will need to provide your current passport or your current biometric residence permit (or other relevant Home Office authorisation).
- If you are not a citizen of the EEA or Switzerland, and do not have eligibility to work in the UK, you may apply for a visa to undertake paid engagements at the College in advance of your visit to the UK. (This would apply if you are visiting the UK for one month or less during which you will teach a one-off lecture, or short series of lectures, or take part in the examination process at the College. Guidance on this is available on the UKVI website or from HR.)
- If you do not have a passport, details of the combinations of other documents which prove your eligibility to work in the UK can be found [here](#).
- If you have any further questions please contact hr@rca.ac.uk

B. International Bank Payments

If an individual requires payment into a non-UK bank account, they will be asked to provide their non-UK bank account details to the Finance team each time they require a payment. This is because iTrent does not hold international bank account details, and they cannot be stored elsewhere due to data protection rules (GDPR). Note: As a result of this process, payments may take up to 5 working days longer than payments made to a UK bank account.

C. Timesheets & Getting Paid

Any work undertaken **must be claimed for within 3 months (90 days)** in line with the College Finance Regulations. You can read the regulations [here](#).

You will be paid by bank transfer directly into your bank account one month in arrears. Payment will reach your account on the last working day of each month.

The College reserves the right at any time to deduct from your salary any overpayment made and/or monies owed to the College.

If you are leaving the College, you should submit your last timesheet within one month of your last day of work.

Deadlines - As a reminder, the following dates for timesheet activity and for contracts to be submitted are:

Activity	Deadline
New contracts submitted and 'Terms of Engagement'	3rd of each month

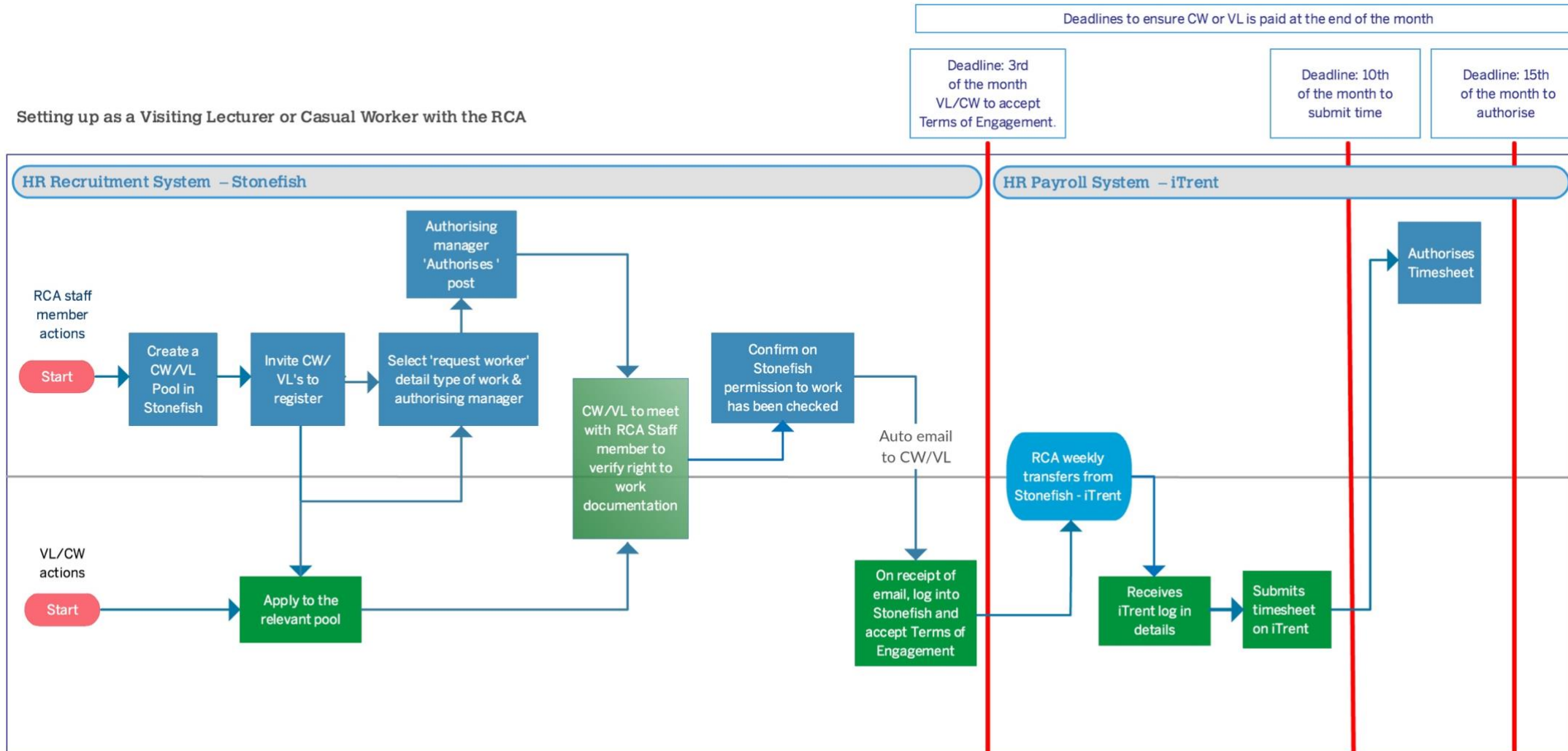
accepted.	
Timesheet submission	10th of each month
Authorisation	15th of each month

D. Helplines, User Guides, FAQ's and Links to systems

Helplines	Please contact
All pay-related queries .	royalcollegeofart@mhr.co.uk or 0115 977 6728
Pay related queries cover issues like: If your net pay (the amount you have received) looks wrong and you would like to know how it is calculated. How your sick pay is calculated and deducted.	
Queries on contracts , line manager queries, update personal and employee details.	hr@rca.ac.uk
In order to process your query quickly please email only one of the above email addresses. Emailing more than one creates additional 'jobs' in the system, leading to duplication and may cause confusion. Additional 'jobs' are also created when staff respond to emails that they are copied into, so please refrain from cc'ing people, where possible.	
User guides and FAQs links	Please access
<ul style="list-style-type: none"> • User guide - Step-by-step guidance to iTrent • Frequently Asked Questions for Payroll and HR systems. 	https://www.rca.ac.uk/more/work-rca/visiting-lecturers-and-casual-workers/
Links to systems	Please access
iTrent the integrated HR and Payroll system	Employees: iTrent Employee Self-Service Managers: iTrent People Manager
Stonefish – for Casual Workers and Visiting Lecturers to set up on a new contract.	Stonefish

1.6 Flow chart - who does what?

Setting up as a Visiting Lecturer or Casual Worker with the RCA



Please reference the Visiting Lecturer / Casual Worker Guide for more detailed advice on each stage.