

## **EMPLOYMENT**

An increasing number of students have to work their way through university in order to survive. While working regularly and trying to study is not ideal, unfortunately it is a necessity for many students.

However, working can have positive aspects - work experience will boost your CV, and occasionally interesting jobs can be found. If the job itself is incredibly dull then you might meet some interesting people, and if none of these apply, at least your bank balance is being helped.

Think very carefully about the number of hours you plan to work and how this may affect your course.

International students should have their visa checked before taking up employment.

## **FINDING A JOB**

There are several ways you can find work in Sheffield.

- **Campus Jobs** is the University vacancy service to help you with your job search. They can help you find a part time job while studying, a temporary job during vacations and in your final year, assist with finding graduate employment. Campus Jobs also has a database matching service to identify suitable vacancies quickly. The Careers Service can help you with a CV and tactics for finding employment. The Student Union also has employment opportunities. See 'Contacts'.
- **JobCentre Plus** has lists of many full and part time vacancies in Sheffield. You don't have to be unemployed or claiming Jobseekers Allowance to use the services. See 'Contacts'.

All these local newspapers have pages of job vacancies:

- The Sheffield Star (Thursdays) at [www.thisissheffield.net](http://www.thisissheffield.net)
- The Yorkshire Post (Thursdays) at [www.yorkshirepost.co.uk](http://www.yorkshirepost.co.uk)
- Metro (Daily)

Many agencies specialise in a particular area of recruitment and can help you find full or part time work. They can be found in the Yellow Pages or by visiting on foot, as the majority are based in Sheffield city centre. The Lycos website has a list of the various internet recruitment agencies at [www.local-recruit.co.uk/Sheffield](http://www.local-recruit.co.uk/Sheffield)

## **WHAT ARE MY RIGHTS?**

Recent legislation has extended the rights of many employees, including people who work part time for an agency or casually, or irregular hours. Some of your rights will depend on how long you have worked for an employer. You have rights as of law, which may not be stated on your contract. They include the right:

- to the same contractual rights (pro rata) as full time employees if you work part time;
- to 11 hours rest period between each working day;
- to a day off a week;
- to have an itemised payslip;
- to sick pay;
- to paid leave;
- to an in work rest if the working day is more than 6 hours;
- to not be unfairly dismissed (in some cases you must work for the same employer for a year);
- to a minimum period of notice ;
- to a written statement of employment terms.

For more detail see [www.direct.gov.uk/en/Employment](http://www.direct.gov.uk/en/Employment), [www.hse.gov.uk/workers/](http://www.hse.gov.uk/workers/) and [www.worksmart.org.uk](http://www.worksmart.org.uk)

## **THE MINIMUM WAGE**

The National Minimum Wage guarantees a set rate of pay for all workers. From October 2011 the rates are:

- If you are 18-20 £4.98 per hour minimum.
- If you are 21 or over you will receive £6.08 per hour minimum.

If you are paid less than this amount, you should contact the Paying Work Rights Helpline 0800 917 2368 to complain in confidence, or go to [www.direct.gov.uk/en/Employment](http://www.direct.gov.uk/en/Employment)

## **CAN I JOIN A UNION?**

Membership of a trade union can offer support when you are experiencing difficulties at work. Every employee has the right to join a union and to attend meetings. There are 70 unions in Britain and the Trade Union Congress can help you find the right one.

Go to [www.worksmart.org.uk/unionfinder](http://www.worksmart.org.uk/unionfinder)

## **WILL I HAVE TO PAY TAX?**

It is a myth that students will not have to pay tax and National Insurance. Students are subject to the same rules as everyone else. Most allowances, grants and loans are not taken into account as taxable income, but earnings from paid work are. For more information, you can visit the student pages at HM Revenues and Customs: [www.hmrc.gov.uk/students](http://www.hmrc.gov.uk/students)

You can earn up to £7,475 before paying Income Tax in the tax year 6th April 2011 to 5th April 2012. This is the standard personal allowance which applies to the vast majority of students but you may be entitled to more or less depending on your circumstances.

Earnings above £7,475 will be taxed at the following rate:

£0-£35,000	20% tax rate
£35,001 - £150,000	40% tax rate
£150,001 or more	50% tax rate

You will also have to pay National Insurance at a rate of 12% on earnings above £139 per week.

As soon as you start work you should fill in a form to ensure you do not pay too much tax on earnings:

- If you are only working during vacations and will earn less than £7,475 in the tax year, fill in form P38(S).
- If you are working throughout the year and change employer you should give your new employer a copy of your P45 or ask them to fill in a P46.

## **TAX REFUNDS**

You can claim a refund of tax if you think you have paid too much by contacting the Tax Office listed on your payslip. The local Tax Enquiry Centre is listed in 'Contacts'. Or you can check HM Revenue and Customs website for your nearest Tax Enquiry Centre if you are not based in Sheffield. Go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) for contact details.

## **NATIONAL INSURANCE NUMBER (NINO)**

Your National Insurance number is unique to you and you keep the same one all your life. It makes sure that the National Insurance contributions and Income Tax you pay are properly recorded against your name. It also acts as a reference number when communicating with the Department for Work and Pensions and HM Revenue & Customs (HMRC).

You will need a National Insurance number if you want to work in the UK, claim Benefits, and apply to Student Finance England for home student funding.

Some banks also require you to have a National Insurance number if you want to open a student account with them.

To apply for a National Insurance number you need to telephone: Job Centre Plus on 0845 600 0643 (8.00 am-6.00 pm Monday to Friday). You may also be required to attend an appointment at your local Job centre plus, so you can provide proof of ID, prior to being allocated a NINO.

## **BENEFITS & EMPLOYMENT**

If you are working and studying you may be entitled to benefits, depending on your circumstances. The following information is a rough guide only. You should come to the Advice Centre for a benefits check. You could also see our leaflet "Students and Benefits." Appointments can be made with a specialist Money Adviser.

**Working Tax Credit** is paid to workers in low income households, including workers with disabilities. It does not matter if there are no children in the household. Support for childcare costs can also be claimed. There are additional amounts paid for workers with disabilities and those who work over 30 hours per week, and workers over 50 who meet set criteria.

**Child Tax Credit** is paid to households with children. You do not have to be working to claim. The amount you receive depends on your household income but most student funding is ignored for this purpose.

**Income Support** - only some students are able to claim this benefit, mainly lone parents with young children. You cannot receive Income Support if you work more than 16 hours per week, or your partner works more than 24 hours per week. Your part-time earnings (and your partner's) are taken into account over the full 52 weeks of the year; your student loan and any Adult Dependent Grant are taken into account as income only in term time.

## **Employment and Support Allowance**

If you have an illness or disability which limits the work you can do you may be able to claim ESA whilst working. Not all students can claim so seek advice if you think this may apply to you.

You can claim ESA whilst working if the work is 'permitted'. Permitted Work is:

- work for less than 16 hours a week on average, with earnings up to £97.50 a week for 52 weeks
- work for less than 16 hours a week, on average, with earnings up to £97.50 a week if you are in the Support Group of the main phase of Employment and Support Allowance
- work and earn up to £20 a week, at any time, for as long as you are receiving Employment and Support Allowance
- do Supported Permitted Work and earn up to £97.50 a week for as long as you are receiving Employment and Support Allowance, provided you continue to satisfy the Supported Permitted Work criteria

**Jobseekers Allowance** - a full time student cannot receive Jobseekers Allowance unless you have finished your course or are waiting to return to your course after a period of sickness or caring responsibilities. If you and your partner are both full time students and one or both of you is responsible for a child, you can claim during the summer vacation.

**Housing Benefit** and **Council Tax Benefit** - some students are able to claim these benefits, mainly lone parents and students with a disability, or with an illness which limits their ability to work. Earnings are taken into account over the full 52 weeks of the year; your student loan and any Adult Dependent Grant are taken into account as income only in term time. Most students are not liable to pay Council Tax. If there is a bill the liable person (e.g. your partner) should claim Council Tax Benefit.

**Disability** - there may be additional assistance if you have a disability, contact the Advice Centre for more details.

**International students** should check with the Advice Centre before making a claim for benefits, as the claim could breach the terms of your visa.

### **WILL MY JOB AFFECT MY FUNDING?**

This depends on:

- how much you earn; and
- whether you are classed as an independent or dependent student by Student Finance England;
- whether you have a partner and/ or children.

but generally income from part time work is ignored. You should contact the Advice Centre for more information.

## **CONTACTS**

### **Advice Centre**

The HUBS  
Paternoster Row  
Sheffield  
S1 2QQ  
Tel: 0114 225 4148  
Fax: 0114 225 4943  
Email: [advicecentre@shu.ac.uk](mailto:advicecentre@shu.ac.uk)  
Web: [www.hallamunion.org/advice](http://www.hallamunion.org/advice)

### **SHU Careers Service (City) and Campus Jobs**

Student Services Reception, Level 5, Owen Building.  
Tel: 0114 225 3940 (netWORK)  
Tel: 0114 225 3813 (Careers-City)

### **SHU Careers Service (Collegiate)**

Student Services Reception, Heart of Campus  
Tel: 0114 225 2491 (Careers -Collegiate)

### **JobCentre Plus**

Tel: 0800 0556688 (Freephone, although there may be a charge from mobiles or non BT phones)  
Bailey Court, 112 West Street, S1 3SY

#### **Or**

Cavendish Court, Heartshead Square, off High Street 9, Bank Street, S1 2DR

### **Sheffield Futures and Connexions**

Star House, 43 Division Street, S1 4GE  
Tel: 0114 201 2800

### **HMRC Enquiry Centre**

Concept House, 5 Young Street, S1 4LA  
Tel: 0845 3667802

### **Health and Safety Executive Info Line**

Tel: 0845 3450055

For information on workers rights and employers' responsibilities visit:  
<http://www.hse.gov.uk/workers>