



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.

- **netWORK** 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. netWORK 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 <http://www.thisissheffield.net>
- The Yorkshire Post (Thursdays) at <http://www.ajobtoday.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 <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 rights:

- 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 <http://www.direct.gov.uk/en/Employment> and <http://www.hse.gov.uk/workers/> and <http://www.worksmart.org.uk>

THE MINIMUM WAGE

The National Minimum Wage guarantees a set rate of pay for all workers. From October 2009 the rates are:

- If you are 18-21, £4.83 per hour minimum.
- If you are 22 or over you will receive £5.80 per hour minimum.

If you are paid less than this amount, you should contact the National Minimum Wage Helpline on 0845 6000 678 to complain in confidence, or go to <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 <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. Any allowances, grant and loan 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: <http://www.hmrc.gov.uk/students>

You are allowed to earn up to £6,475 before being taxed in the tax year 6th April 2009 to 5th April 2010. This is your personal allowance, but you may be entitled to more depending on your circumstances.

Earnings above £6,475 will be taxed at the following rate:

£0-£6,475	0% tax
£6,475 - £43,875	20% tax
£43,875 or more	40% tax

If you earn more than £95.00 per week you will have to pay National Insurance.

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

- If you are only working during vacations and will earn less than £6,475 in the tax year, fill in form P38(S).
- If you are working throughout the year, ask your employer to fill in 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 Revenues and Customs website for your nearest Tax Enquiry Centre if you are not based in Sheffield. Go to <http://www.hmrc.gov.uk> for contact details.

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 be paid directly to the main carer for children. There are additional amounts paid for workers with disabilities and those who work a minimum number of 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 - 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 always taken into account; your student loan and any Adult Dependent Grant are taken into account as income only in term time.

Jobseekers Allowance - You 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 full time students and either 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. Your earnings (and your partner's) are always taken into account; 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 affect their stay in the UK.

WILL MY JOB AFFECT MY FUNDING?

This depends on;

- how much you earn; and
- how the LEA assesses you; and
- 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

SHU Careers Service (City)

and **netWORK**

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)

Bailey Court
112 West Street.

Cavendish Court
Heartshead Square, off High Street.

Sheffield Futures and Connexions

Star House
43 Division Street

Tel: 0114 201 2800

HMRC Enquiry Centre

Concept House
5 Young Street
Sheffield

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>