

# Admissions Interview Payment Claim

## For Admissions Interviews in 2022



### SECTION A – PERSONAL INFORMATION

Surname or family name	
First name(s)	
Email address	
Are you a graduate student?	Yes <input type="checkbox"/> - Please complete the HMRC form on pages 2,3 and 4 as well as this page No <input type="checkbox"/> - Only complete this page – do not complete the HMRC form.
Graduate students and post-holders on HMC payroll will have NI and PAYE deducted as normal. Non-graduates who are not on HMC payroll are considered as self-employed.	

### SECTION B – BANK DETAILS

Sort code	
Account number	
Account name	

### SECTION C – PAYMENT DETAILS

Payment rates for interviews are set out in the [Register of Approved Payments](#) published by the Senior Tutors' Committee.

For 2022/23, the recommended rate for undergraduate admissions interviewing is the single tutorial rate (£28.91 per hour). This is taken to include reading of UCAS forms, marking submitted work, and preparation in the same manner that the tutorial rate includes preparation for tutorials.

Marking of written work by those not involved in interviewing are paid at a rate of £4.82 per essay.

Payments on top of the rates published in the Register of Approved Payments are at the discretion of the Tutor for Admissions at Harris Manchester College.

Work undertaken	Counts	Total due
Interviewing	<i>Number of hours</i>	<i>Hours x £28.91</i>
		£
Marking of written work (if not also interviewing)	<i>Numbers of essays</i>	<i>Essays x £4.82</i>
		£
PAT Marking <i>Rates for PAT marking are set by the department for Engineering. Markers may claim a maximum of 16 hours, and the hourly rate for 2022/23 is £14.71.</i>	<i>Number of hours</i>	<i>Hours x £14.71</i>
		£
Additional payments agreed with the Tutor for Admissions <i>Please indicate what these are for, their value, along with a total (e.g. 5 hours of being on-call at £10 per hour = £50).</i>		
<b>Grand total</b>		£

### SECTION D – AUTHORISATION (OFFICE USE ONLY)

Name		Role	Tutor for Admissions <input type="checkbox"/> Admissions Officer <input type="checkbox"/>
Signature		Date	



Do not send this form to HM Revenue and Customs (HMRC)

## Instructions for employer

Use this starter checklist to gather information about your new employee if they do not have a P45. You can also use this form if they have a student loan (whether or not they have a P45). Use the information to help fill in your first Full Payment Submission (FPS) for this employee. If you have already submitted your first FPS, keep using the tax code in that FPS until HMRC sends you a new tax code. If the employee gives you their P45 after the first FPS submission, use the tax code shown in parts 2 and 3 of the P45. You must keep the information recorded on the starter checklist for the current and next 3 tax years. This form is for your use only.

## Instructions for employee

Fill in this form if you do not have a P45 (a document you get from your employer when you stop working for them). You should also fill in this form if you have a student loan (whether or not you've a P45). Give the completed form to your employer as soon as possible. They need this information to tell HMRC about you and help them to use the right tax code. Make sure you answer the questions correctly. If you do not, you may pay the wrong amount of tax or student loan deductions.

## Employee's personal details

1 Last name

2 First names  
Do not enter initials or shortened names for example, Jim for James or Liz for Elizabeth

3 What is your sex?  
As shown on your birth certificate or gender recognition certificate  
Male  Female

4 Date of birth DD MM YYYY

5 Home address  
  
  
  
Postcode  
  
Country

6 National Insurance number (if known)

7 Employment start date DD MM YYYY

Continue on the next page

# Employee statement

These questions will help you to choose the statement that matches your circumstances. The statement you choose helps your employer to apply the correct tax code.

**8 Do you have another job?**  
 Yes  Put an 'X' in the statement C box below  
 No  Go to question 9

**9 Do you receive payments from a State, workplace or private pension?**  
 Yes  Put an 'X' in the statement C box below  
 No  Go to question 10

**10 Since 6 April have you received payments from:**  
 • another job which has ended  
 or any of the following taxable benefits  
 • Jobseeker's Allowance (JSA)  
 • Employment and Support Allowance (ESA)  
 • Incapacity Benefit  
 Yes  Put an 'X' in the statement B box below  
 No  Put an 'X' in the statement A box below

For more information about tax codes, go to [www.gov.uk/tax-codes](http://www.gov.uk/tax-codes)

Statement A <input type="checkbox"/>	Statement B <input type="checkbox"/>	Statement C <input type="checkbox"/>
Current personal allowance	Current personal allowance on a Week 1/Month 1 basis	Tax Code BR
<p><b>Key</b></p> <p>This is my first job since 6 April and since the 6 April I have not received payments from any of the following:</p> <ul style="list-style-type: none"> <li>• Jobseeker's Allowance</li> <li>• Employment and Support Allowance</li> <li>• Incapacity Benefit</li> </ul>	<p><b>Key</b></p> <p>Since 6 April I have had another job but I do not have a P45. And/or since the 6 April I have received payments from any of the following:</p> <ul style="list-style-type: none"> <li>• Jobseeker's Allowance</li> <li>• Employment and Support Allowance</li> <li>• Incapacity Benefit</li> </ul>	<p><b>Key</b></p> <p>I have another job and/or I am in receipt of a State, workplace or private pension.</p>
<p><b>Key</b></p> <p>Jobseeker's Allowance (JSA) is an unemployment benefit which can be claimed while looking for work.            Employment and Support Allowance (ESA) is a benefit which can be claimed if you have a disability or health condition that affects how much you can work.            Incapacity Benefit is help if you could not work because of an illness or disability before 31 January 2011.            State Pension is a pension paid when you reach State Pension age.            Workplace pension is a pension which was arranged by your employer and is being paid to you.            Private pension is a pension arranged by you and is being paid to you.            Please note that no other Government or HMRC paid benefits need to be considered when completing this form.</p>		

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## Student loans

11 Do you have a student or postgraduate loan?

Yes  Go to question 12

No  Go straight to the Declaration

12 Do any of the following statements apply:

- you're still studying on a course that your student loan relates to
- you completed or left your course after the start of the current tax year, which started on 6 April
- you've already repaid your loan in full
- you're paying the Student Loans Company by Direct Debit from your bank to manage your end of loan repayments

Yes  Go straight to the Declaration

No  Go to question 13

13 To avoid repaying more than you need to, tick the correct student loan or loans that you have - use the guidance on the right to help you.

Please tick all that apply

- Plan 1
- Plan 2
- Plan 4
- Postgraduate loan (England and Wales only)

Employees, for more information about the type of loan you have or to check your balance, go to [www.gov.uk/sign-in-to-manage-your-student-loan-balance](http://www.gov.uk/sign-in-to-manage-your-student-loan-balance)

Employers, for guidance on student loans and which plan or loan type to use if your employee has selected more than one, go to [www.gov.uk/guidance/special-rules-for-student-loans](http://www.gov.uk/guidance/special-rules-for-student-loans)

### You have Plan 1 if any of the following apply:

- you lived in Northern Ireland when you started your course
- you lived in England or Wales and started your course before 1 September 2012

### You have Plan 2 if:

You lived in England or Wales and started your course on or after 1 September 2012.

### You have Plan 4 if:

You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course.

### You have a postgraduate loan if any of the following apply:

- you lived in England and started your postgraduate master's course on or after 1 August 2016
- you lived in Wales and started your postgraduate master's course on or after 1 August 2017
- you lived in England or Wales and started your postgraduate doctoral course on or after 1 August 2018

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## Declaration

I confirm that the information I've given on this form is correct.

Full name Use capital letters

Signature

Date DD MM YYYY

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## Give this form to your employer

Your employer will use the information to make sure you pay the right amount of tax.

Do not send this form to HMRC.

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## Employer guidance

For information on how to work out your new employee's tax code, go to [www.gov.uk/new-employee-tax-code](http://www.gov.uk/new-employee-tax-code)

Use Statement A, B or C that your employee has chosen in the employee statement section and apply the tax code below:

- Statement A - use the current personal allowance
- Statement B - use the current personal allowance on a 'week 1/month 1' basis
- Statement C - use tax code BR