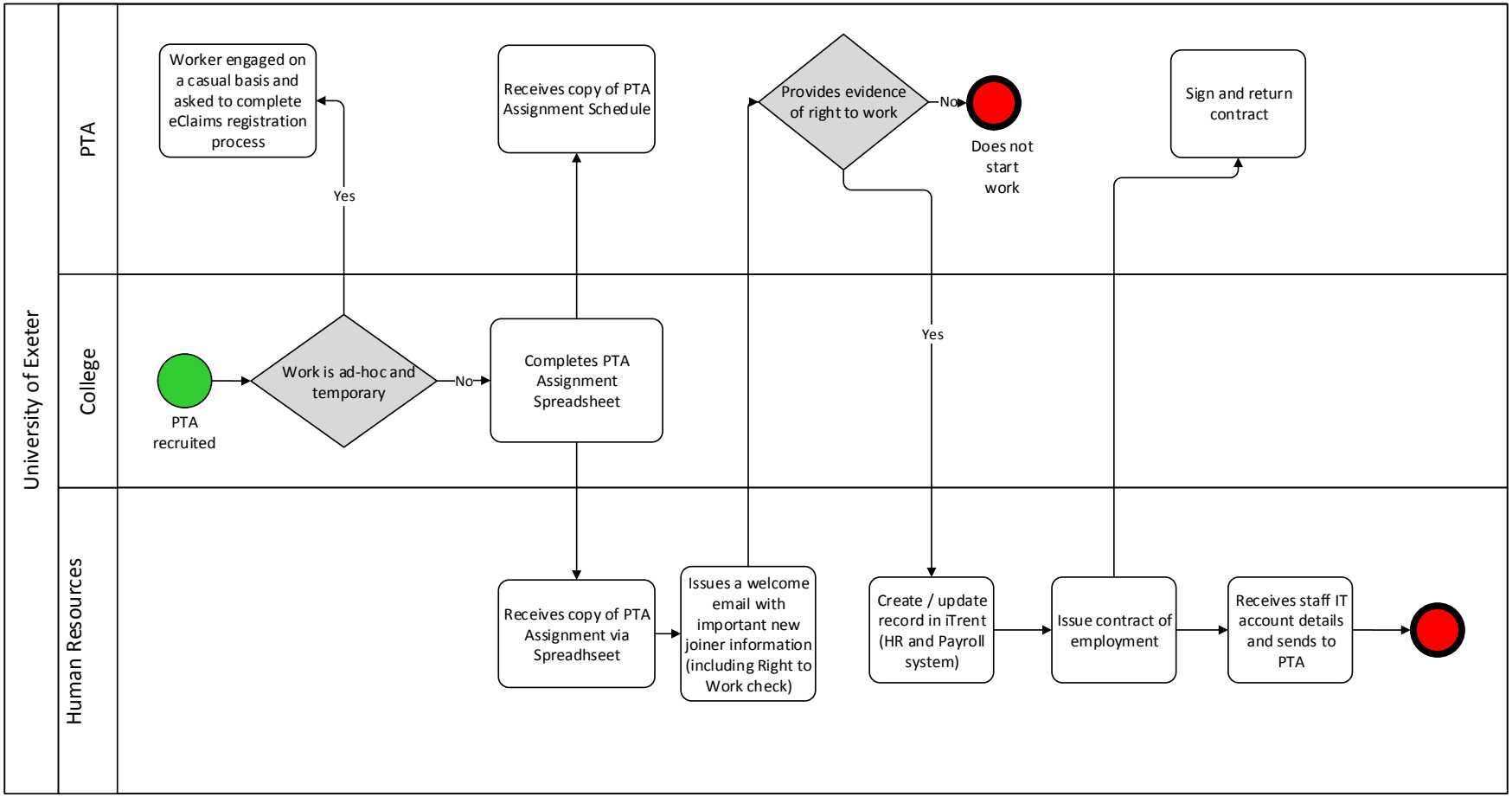
University of Exeter
PTA
College
Human Resources
Worker engaged on a casual basis and asked to complete eClaims registration process
Yes
Receives copy of PTA Assignment Schedule
Provides evidence of right to work
No
Does not start work
Sign and return contract
PTA recruited
Work is ad-hoc and temporary
No
Completes PTA Assignment Spreadsheet
Yes
Receives copy of PTA Assignment via Spreadhseet
Issues a welcome email with important new joiner information (including Right to Work check)
Create / update record in iTrent (HR and Payroll system)
Issue contract of employment
Receives staff IT account details and sends to PTA