**Contract Decision Table**

This table is designed to help departments understand the two PGTA contract types.

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|  |  | **Averaged Hours (FTE)** | **Guaranteed Hours** |
| **Planning** |  | For those departments whose planning allows reliable hour estimations before contract request e.g. Departments who use the [PGTA proforma](https://www.ucl.ac.uk/human-resources/sites/human_resources/files/pgta_proforma.docx) to provide a breakdown of tasks. | For those departments where more flexibility is required right up to the point of contract request e.g., when PGTAs are working on optional modules where student numbers are not confirmed until late. |
| **Length of contract** | Hours should be paid as close as possible to when the work takes place for tax and legal reasons. | Person A is scheduled to work 100 hours from 1st September – 15th December and 10 hours in June. The person is on an Averaged Hours contract for 4 months. The 100 hours should be averaged over the period of September to December and the 10 hours worked in June may be paid as a one-off payment.  Departments should not normally average 110 hours from September to June. | Person A is scheduled to work 100 hours from 1st September – 15th December and 10 hours in June. They are put on a guaranteed min hrs contract for the number of hours the department can confidently estimate for one year e.g., if there is a risk the module won’t run, the total hours will be lower than if it is guaranteed to run.  Payment forms would be submitted in Sept, Oct, Nov and December to cover that work. No payment requests are submitted in Jan, Feb, March, April or May. A payment form is submitted for 10 hours in June. |
| **Contract changes** |  | Where total hours are going to reduce over the length of the contract you will need to consult the PGTA with support from your HR Business Partner (HRBP).  If the change is agreed, complete a Contact Change Request DT.    Where hours will increase, this is done either via a contract change or via an additional payment. | Where total hours are going to reduce over the length of the contract to less than the guaranteed number of hours you will need to consult the PGTA with support from your HRBP.  If the change is agreed, complete a Contact Change Request DT.    If hours are going to be above those guaranteed in the contract, this just needs to be reflected in the payment requests. |
| **Hours monitoring** |  | Not required however you should have a mechanism for PGTAs to notify if they have had to work additional hours over those in their contract.  Additional hours should be agreed in advance. | Local monitoring will be required in order to submit accurate monthly payment forms. Although you do not need to include this information in your payment requests. |
| **Student visa (previously Tier 4)** |  | Student Worker [timesheet](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/tier-4-timesheet.xls) should be completed for those with a student visa. | Hours should be monitored to ensure the hours cap is not exceeded. Where departments are using timesheets to inform payments this is sufficient for Student Visa purposes and the student worker timesheet does not need to be completed in addition. In this case the PGTA will need to confirm in writing that they will not be undertaking any other paid work, agree to not work more than 20 hours per week, and confirm that they will inform a named contact if their circumstances change. |
| **Annual leave** | Paid at 18.72% of hours worked. This appears as a separate line on payslip | Paid automatically – no additional form required. | Paid automatically – no additional form required. |
| **Sick pay** | As employees, PGTAs are eligible for sick pay and are covered by the [sickness absence policy.](https://www.ucl.ac.uk/human-resources/sickness-absence-policy) | Sick pay will be paid automatically. If work is rescheduled, this work should be paid via an additional payment.  Departments should ensure PGTAs know how to report sickness. | PGTAs are eligible for sick pay and as such even if they are unable to work the scheduled hours, the payment form submission should still incorporate these hours up to the sickness entitlement outlined in the sickness absence policy.  Departments should ensure PGTAs know how to report sickness. |
| **Termination /renewal** | As the end of a PGTA contract term approaches departments should review whether they can offer an extension for a further period before completing the [termination procedure.](https://www.ucl.ac.uk/human-resources/termination-procedure-fixed-term-contracts-and-redundancies) | For contract extensions, submit a change to contract DT. Enter the new FTE. PGTA will receive a variation to contract letter from HR Services.  A contract may be extended where there is a temporary break in work, up to 6 weeks, or over the summer period of non-teaching. | For contract extensions submit a change to contract DT and enter the new guaranteed hours. PGTA will receive a variation to contract letter from HR Services.  A contract may be extended where there is a temporary break in work, up to 6 weeks, or over the summer period of non-teaching. |
| **Communication** | Important to explain to PGTAs which contract they are on and what this means in terms of pay. Clarity at the outset can help manage queries/issues further down the line. | Provide information to the PGTA on how/who they notify if hours have changed or if there is a problem with their pay? | Provide information to the PGTA on how they should monitor their hours and the deadlines for timesheet submissions every month |