



The
University
Of
Sheffield.

Recruitment &
Selection
Coordinators
Network.

**Recruitment & Selection Network Coordinators' Network
Update Email: 31 August 2012**

Changes to Registration Form For Payment of Workers

Dear Colleague,

Following a number of changes to our statutory reporting requirements to the Higher Education Statistics Agency (HESA), a revised version of the Registration Form For Payment of Workers form is now available.

The main changes relate to the Diversity Monitoring information we are required to collect and brings the range of data we collect for Workers in line with the data we already collect for our Employees.

In addition to this, and in order to improve the information we hold about the nature of the work undertaken by an individual, a free text box has been added which replaces the basic coding frame previously used for categorising the work undertaken.

The new form can be downloaded from the following web page. Please use this form immediately as use of the old form may delay processing.

<http://www.shef.ac.uk/hr/guidance/contracts/relationships/payrollprocess>

For further information on the information the University supplies to HESA please see <http://www.shef.ac.uk/cics/dataprotection/hesa>

Please feel free to contact me or another member of HR Business Solutions if you have any questions.

Kind regards

Richard