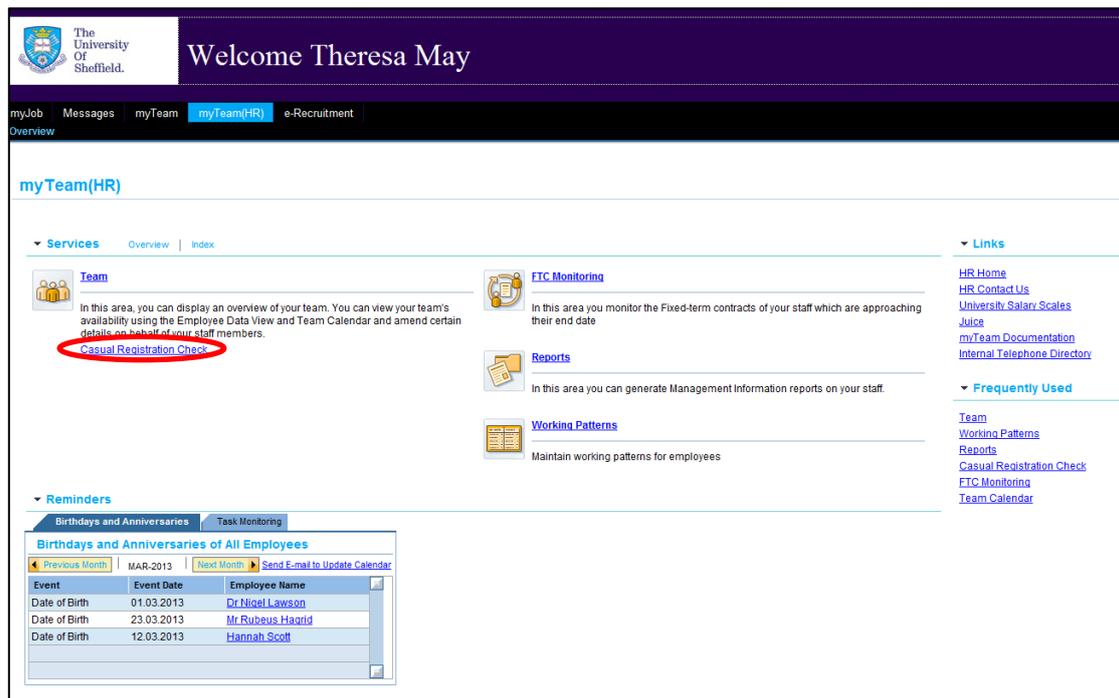# myTeam Guide
Casual
Registration
Check

Introduction

In order to facilitate the Casual Worker Process an employee look-up function has been developed for myTeam. This allows you to search for a Casual Worker and identify whether or not they have previously been registered with the University. The outcome of the search you carry out will inform the process you then come to follow. Details of the processes associated with engaging and paying casual workers can be found on the following website.

www.shef.ac.uk/hr/guidance/contracts/relationships/newcasualworkerprocess

The Casual Registration Check can be accessed by those who have the myTeam or myTeam (HR) roles and can be accessed via the myTeam home page, as shown below.

For guidance on the other sections within myTeam please see the following link.

www.shef.ac.uk/hr/guidance/myJob

If you require access to this system and do not have the appropriate role, please complete the Profile Request Form available from the link above.

Conducting a Search

Clicking the Casual Registration Check link shows the page below. This allows you to enter search criteria, and view the output of your search.

Entering Search Criteria

There are several search options available to you, which can be selected by clicking on the relevant tab, each tab is shown below.

Personnel Number: If you know the Personnel Number of the Casual Worker enter this here

Name and Date of Birth: If you know the Casual Worker's date of birth and name use this option. The "Date of Birth" field is mandatory so must be completed.

Name and National Insurance Number (NINO): If you know the Casual Workers NINO and name you can use this option. The "NI Number" field is mandatory so must be competed.

Interpreting your Results

Payroll Status
Following a successful search, you will see the screen below.

The "**Payroll Area**" column relates to which payroll the individual is on. For Casual Workers this should be **"Casual Monthly".** If you return results on the Main Payroll (University Monthly), then you should not complete a casual claim for this worker, instead follow the appropriate procedure for this group.

The **"Position"** column relates to the position the Casual Worker occupies on uBASE. This should clearly state that the position is a Casual one.

Where a Casual Worker has a **live record** on uBASE the payroll status column will display a ☑ If this happens you can proceed to the claims process.

Where a Casual Worker has a record on uBASE but this is **inactive**, the payroll status column will display a ❗ If this happens you should inform Human Resources that the record is required and provide the following details.

- Department
- Grade
- Point
- Type of work
- Workers email address
- Home address

Information should be provided by email to hr-registration@sheffield.ac.uk

Where a Casual Worker has a record on uBASE and there is a **future end date** against this record, the payroll status column will display a ⚠ If this happens inform Human Resources to remove the end date from the record and proceed to complete the claims process for the worker, the link to which is above. Requests to remove an end date from a Casual Workers record should be sent by email to hr-registration@sheffield.ac.uk.

Residency Status
The Casual Registration Check will tell you what the individual's Residency Status is. This will inform whether or not you need to do further checks on the Casual Workers Eligibility to Work (ETW) in the UK. The three entries that you will come across are "UK Nationals", "EEA and Swiss Nationals" and "Non-EEA Nationals". The table below details what each entry means and how it affects the rest of the process. It is likely that, when using the checker you will come across blank entries in this column, this is due to this information being held in departments under legacy processes.

Residency Status	What does this mean?	How does this affect the process
UK Nationals	The Casual Worker has previously had an ETW check and this has confirmed they are from the UK.	No additional check is required
EEA and Swiss Nationals	The Casual Worker has previously had an ETW check and this has shown that they are from a country within the European Economic Area (EEA) or Switzerland, therefore have eligibility to work in the UK on an on-going basis. A list of EEA Countries can be found	No additional check is required

	here. www.shef.ac.uk/hr/recruitment/guidance/eligibility/countries.	
Non-EEA Nationals	The Casual Worker has had an ETW Check and this indicated that the Worker is from a Non-EEA country so requires a visa to live and work in the UK.	Eligibility to Work documents must be checked for this worker to ensure they continue to have eligibility to work in the UK. For details on how to carry out this check please see the following link. www.shef.ac.uk/hr/recruitment/guidance/eligibility/rec

If you have any questions on the documents presented to you by the workers you are engaging please contact your HR Operations Team

www.sheffield.ac.uk/hr/aboutus/whoweare/ops

Once the Payroll Status and Residency Status of the Worker has been determined you should then follow the appropriate process as given on the website below.

www.shef.ac.uk/hr/guidance/contracts/relationships/newcasualworkerprocess