**Request to employ a TES worker**

Department of Engineering HR (Research Staff & Visitors)

**All** sections must be completed.

Please allow at least two weeks for the request to be processed. Missing information may increase the processing time.

TES workers should **not** work before they have had their right to work (RTW) checked by TES.

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| --- |
| 1. **Worker Details**
 |
| **Full Name & Title of worker:*****Eg. Mr John Smith*** |  |
| **Date of Birth:** |  | **Gender:** |  |
| **Nationality:** |  | **Visa Status:****(Type/End Date)** |  |
| **Contact email address:**  |  | **Contact mobile number:** |  |
| **CRSid if they have one*****Eg. Js1*** |  | **Current position at University:*****Eg. PhD student, undergrad, external*** |  |
| For more information about how we handle your personal information, and your rights under data protection legislation, please see: <https://www.information-compliance.admin.cam.ac.uk/data-protection/staff-data>  |
| 1. **Timesheet Authoriser Details**
 |
| **Division:** |  | **Group:** |  |
| **Primary Timesheet Authoriser Name:** |  | **PI CRSid:** |  |
| **PI Contact Number:** |  | **PI Location:** |  |
| **All** assignments must have a secondary timesheet authoriser |
| **Secondary Timesheet Authoriser Name:** |  | **2nd TA CRSid:** |  |
| **2nd TA Contact Number:** |  | **2nd TA Location:** |  |
| 1. **Assignment Details**
 |
| **Role Title****Research Assistant/Associate/other:** |  |
| **Description of work to be undertaken:** |  |
| **Intended Start Date:** |  | **Intended End Date:** |  |
| **Full Time:** |[ ]  **Part Time:****FTE%** | [ ] \_\_\_\_\_ |
| **Location of assignment:****(Home/Department – please provide room number / Mixture)** |  |
| **Department Telephone Number:** |  |
|  |
| **Spine Point:**See Page 3 for hourly rates |  | **Grade:** |  |
| 1. **Funding Details**
 |
|  | **Sponsor** | **Finance Code** | **Project Number** | **Task Number** | **Grant Start Date** | **Grant End Date** | **% of charge allocation** |
| **Grant** |  |  | NM\_\_/\_\_\_ |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **General Ledger Account** | CUED | JN | U.NA. |  |  |  |  |

**Mandatory Supporting Documents**

**(IMPORTANT: upon requesting these documents, please ensure you follow and adhere to University guidelines on Applicant Data:** [**https://www.hr.admin.cam.ac.uk/hr-staff/hr-data/applicant-data**](https://www.hr.admin.cam.ac.uk/hr-staff/hr-data/applicant-data)**)**

|  |  |
| --- | --- |
| CV |  |
| References (minimum of two, three for SRA) |  |
| If an SRA appointment, a case from the PI |  |
| HR4 Salary case: <https://www.hr.admin.cam.ac.uk/forms/hr4-starting-salary-case> (only necessary when appointing above first 3 salary spine points) Grade 5 SP39 (if not post-PhD submission), Grade 7 SP44 and upwards and Grade 9 SP52 and upwards. |  |
| If a current CU student, written confirmation from the relevant Grad/Undergrad Office giving permission to work. [*Note: no approval needed for Undergrads working in holidays*] |  |
| Cambridge University students only - please provide college tutor approval to undertake this work, as detailed in the following link; <https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/working-while-you-study> |  |

**TES Charges, from 01 August 2025**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Grade** | **Spine Point** | **Temp Receives** | **Departmental Fee** |
| Research Assistant | 5 | 36 | £17.30 | £23.90 |
| 5 | 37 | £17.80 | £24.54 |
| 5 | 38 | £18.15 | £24.99 |
| 5 | 39 | £18.67 | £25.66 |
| Research Associate | 7 | 41 | £19.76 | £27.08 |
| 7 | 42 | £20.34 | £27.83 |
| 7 | 43 | £20.92 | £28.58 |
| 7 | 44 | £21.53 | £29.37 |
| 7 | 45 | £22.16 | £30.18 |
| 7 | 46 | £22.80 | £31.01 |
| 7 | 47 | £23.46 | £31.86 |
| 7 | 48 | £24.15 | £32.75 |
| Senior Research Associate | 9 | 49 | £24.85 | £33.67 |
| 9 | 50 | £25.60 | £34.64 |
| 9 | 51 | £26.35 | £35.61 |
| 9 | 52 | £27.14 | £36.64 |
| 9 | 53 | £27.95 | £37.67 |
| 9 | 54 | £28.78 | £38.75 |
| 9 | 55 | £29.64 | £39.87 |
| 9 | 56 | £30.53 | £41.01 |
| 9 | 57 | £31.44 | £42.19 |

Information on TES assignments and breaks policy:

<https://www.hr.admin.cam.ac.uk/files/tes_assignments_breaks_policy.pdf>