



UNIVERSITY OF
PORTSMOUTH

External Examiner Engagement SAL6

Please read notes overleaf regarding tax, national insurance and pension deductions.

PLEASE PRINT

Name Mr / Mrs / Miss / Dr *(delete as applicable)* _____

Home address _____

Date of birth _____ NI number _____

Bank name and address _____

Bank sort code _____ Bank account number _____

Higher / Lower Degree *(delete as applicable)*

Details _____

Department _____

Date _____ Fee _____

Expenses Mileage (_____ miles x _____ p)

Fares

Accommodation

Meals

Other *(please specify)* _____

(please attach receipts)

Fee

Mileage

Fares

Accommodation

Meals

Other

TOTAL

Total £

Signed _____ Date _____

Authorised _____ Date _____

FOR OFFICE USE ONLY

Nominal					Centre					Total hours	£	p

PAY OFFICE USE ONLY

Code	Hours	Rate

Authorised for budget _____ Please send to Payroll after authorising

Notes for completion

Please complete all details on the form including home address, date of birth and national insurance number. If bank details are not completed, a cheque will be issued to the home address. **Claims will be returned if these details are omitted or incorrectly completed and will delay payment.**

FEES

Higher degrees: Fees paid to external examiners of higher degrees are paid gross.

Lower degrees: Fees paid to external examiners of lower degrees are subject to tax.

External examiners must pay self employed Class II national insurance contributions in accordance with leaflet NI 222. If you require further information, please contact your local DWP.

EXPENSES

Tax will be deducted from expenses which are not supported by receipts.

LOCAL GOVERNMENT PENSION SCHEME

To help people save more for their retirement, the government has introduced a new law which requires employers to enrol eligible staff into a workplace pension scheme the University will be required to enrol eligible staff into a workplace pension scheme from 1 May 2013. Eligible staff are those who:

- earn over a minimum amount (currently £787.00 per month)
- are aged 22 or over
- are under State Pension age

As you are paid by claim, we will delay your automatic enrolment date for three months from the date of your appointment.

If on that date you satisfy the above criteria:

- We will automatically enrol you into the Local Government Pension Scheme. You don't have to do anything – it will happen automatically.

If on that date you do not satisfy the above criteria:

- We will not automatically enrol you into the Local Government Pension Scheme but your monthly earnings will be monitored and should you be paid over the minimum amount, you will be automatically enrolled.
- You can still join the scheme, if you wish, and the University will also contribute to your pension.

If you want to join the pension scheme:

Please visit the Local Government Pension Scheme website – www.hants.gov.uk/pensions. In the A to Z select 'Joining the LGPS', download and complete the appropriate application form or, alternatively, you can call the HCC helpline on 01962 845 588 and request a form. The completed form should be returned to the HR Service Centre, University House.

If you wish to opt out of the pension scheme:

Please visit www3.hants.gov.uk/pensions. In the A to Z select 'Opting out of the LGPS', download and complete the form and return it to the HR Service Centre, University House or you can call the HCC helpline on 01962 845 588 and request a form.

Further information

If you have any questions about your membership of the Scheme, please visit www3.hants.gov.uk/pensions or www.lgps.org.uk or email pensions@hants.gov.uk.

If you have any other queries, please email pensionenquiries@port.ac.uk.

For general information about pensions and saving for retirement, please visit www.direct.gov.uk/workplacepensions.