

Glossary of Terms

Non- PG Teaching Assistant	Non-students who undertake teaching at the levels set out within the policy (Section C2 of Guidance and Policy on Teaching Support) for training and professional development purposes.
Extended Workforce	This is a term encompassing all individuals who are NOT viewed as employees of the University. This includes workers paid through “Non-Staff Payments” Payroll and On Campus Jobs, self-employed individuals, volunteers, and other payees.
PG Teaching Assistant	Registered PhD students who undertake teaching at the levels set out within the Teaching Support policy for training and professional development purposes.
Demonstrator	Demonstrators who assist with the delivery of lectures/labs but are not undertaking teaching.
Guest Lecturer	Individuals who deliver non-core curriculum sessions, e.g. talk or session conducted by a subject specialist, which adds value but is not in itself part of the core curriculum, e.g. keynote address. Typically, the Guest Lecturer would have no one-to-one interaction with students, would not set assignments, and would not undertake any marking. They are usually external and are engaged no more than 3 instances in an academic year.
Worker	A worker is defined as an ‘individual who has entered into or works under: (a) a contract of employment, or (b) any other contract, whether express or implied and whether oral or in writing.’ Within the University, a true ‘worker’ should be engaged under a worker contract (which is a variation of a contract OF service), paid an hourly rate for the role(s) they undertake, and there should be no obligation for them to be offered work on an ongoing basis or for them to accept work offered to them.
Employee	An individual who has entered into or works under a contract OF employment. Within the University they are usually identified as having an employment contract, which is either permanent or a fixed-term contract. They are also required to work agreed hours and they are usually paid a salary but can also receive an hourly rate.
NSP	“Non-Staff Payments” payroll; initiated in 2009 to pay non-staff/atypical workers engaged across the University.
Self-Employed/Independent Contractor	Individuals who enter into a contract FOR service. Within the University, they are subject to procurement and are paid as a supplier. They are paid a fee and they are responsible for their own tax and national insurance. There should be no obligation for them to be offered work on an ongoing basis or for them to accept

	work offered to them, and they have the power to substitute themselves for anyone else they see fit.
Talent Bank	Talent Bank is the name of the system provider
Q Work	QWORK is the name of the University business system that will allow for managers to recruit and commission hours to workers.
Hiring Manager	Hiring Managers are the individuals that have the authority to make jobs available to workers and commission hours.
Approver	An Approver will be a Hiring Manager who has additional privileges to approve timesheet hours. There are two levels of approver: 1 st level approver, who can approve hours; and the 2 nd level approver who can approve spend against budget.
Commissioned Hours	These are the hours inputted to the system prior to the assignment which the worker will be required to work.