

Guidelines on the Administering Unijobs Appointments

1) Purpose

UCD has transitioned the management of Student-Based roles (peer to peer activity) and Invigilator positions (including Local School Invigilation) to a new model in partnership with Unijobs, aimed at improving efficiency, consistency, and support for both hiring units and temporary staff.

UMT Finance, Staff, and Operations Group approved this partnership and will centrally fund the associated Unijobs agency costs. Hourly paid appointments engaged by Unijobs need to form part of the annual budget planning cycle.

The purpose of these guidelines is to outline UCD's position with regard to the engagement of Hourly Paid Unijobs appointments whilst acknowledging the important value that people in these roles bring to the University.

Hourly paid arrangements are allowed for legitimate organisational requirements, and specific parameters are required depending on the nature of the work.

2) Scope

These guidelines apply to all activities in relation to hourly paid agency workers assigned to UCD by Unijobs. This document should be consulted by all employees involved in any aspect of engaging with hourly paid appointments through Unijobs.

3) Role Definitions

3.1 Student Based Roles

These roles are described as roles that require registered students to support an event or provide a peer support service to current or prospective students. Student based roles are a critical enabler for events across the university, acting as key influencers when representing various programme areas and enable a direct influence and communication channel. These roles can be characterised as short-term or intermittent with fluctuating or ad-hoc hours where engagements may last for the duration of their studies

3.2 Invigilation Roles

Examination invigilators (supervisors) are responsible for ensuring that the examinations are conducted in accordance with UCD procedures by making sure that students comply with the Examination Regulations and supporting students during examinations.

4) About Unijobs

Unijobs is a public-sector staffing solutions agency established for the purpose of providing a shared service to achieve efficiencies. Operating on a cost-recoupment basis only, the service is provided exclusively to the public sector. Cost recoupment is a model that essentially shares the cost of operating the business across the users of the business. There is no profit element in the model – costs are recouped and spread evenly among all users of the service. Unijobs recruits and employs staff at all levels – from entry administration posts to professional skilled experts – as temporary agency personnel. Unijobs provides contract management, payroll services, and compliance tracking. All temporary staff hired through Unijobs are employed by the company and seconded to the relevant hiring organisation.

5) Principles

These guidelines have been put in place to support managers whilst they undertake all the necessary steps involved in the engagement of hourly paid appointments in respect of Student Based Roles and Invigilators through Unijobs. Effective planning and preparation are essential. It is recommended that the hiring managers contact their Finance Manager to ensure engaging hourly paid staff is appropriate in the context of School/College budget and staff plan.

6) Terms and Conditions

Hourly Paid Unijobs appointments are agency workers assigned to the university and receive a contract and an assignment confirmation email outlining their terms and conditions.

- Unijobs agency workers while assigned to UCD are subject to university policies.
- Unijobs appointments are subject to work permit and garda vetting regulations.

7) Roles and responsibilities

There are several key stakeholders involved in the hourly paid process with distinct roles and responsibilities, as outlined below:

7.1 Schools and Units

It is the responsibility of **Schools/Units** to:

- Review resourcing options with College Finance managers in relation to staff plan and budgets.
- Ensure costs for hourly paid employees to be engaged by Unijobs are adequately budgeted for in the school/unit budget process. Finance managers will support schools/units in this annual process.

- Seek approval for the UniJobs engagement from HR Operations for either a Student based or Invigilation role – hrhelpdesk@ucd.ie before proceeding with the recruitment steps.
- Ensure that the correct University approved rate of pay is agreed and applied.
- Ensure that all Approvers within the Unijobs timesheet portal confirm that:
 - claimants have selected the correct rate of pay
 - that all hours claimed have been worked
 - the taking of breaks is in line with legislation
- Liaising with UCD HR/ Unijobs on any queries/ issues as appropriate.

7.2 Unijobs

It is the responsibility of **Unijobs** to:

- Undertake the full registration process and compliance checks as applicable.
- Issue agency workers with a copy of their Terms of Assignment once the registration process is fully complete.
- Issue agency workers with a Booking email with specific details of their assignment i.e. employment start and end dates, rate of pay, timesheet entry deadline date, payment date etc.
- Set up and end the agency workers in a timely manner.
- Process weekly payments and generate payslips.
- Provide guidance and support to agency workers on registration or payroll related queries.
- Issue invoices to UCD after each pay cycle.
- Provide staff/ financial reporting to Central Finance & Schools/Units.

7.3 Human Resources

It is the responsibility of HR Operations to:

- Provide guidance and support to Schools and Units in relation to the process.
- Approve roles to be engaged by Unijobs that align with the Student Based Roles or Invigilator definitions.
- Monitor all Unijobs assignments to ensure compliance in line with UMT Finance, Staff, and Operations Group approval.
- Monitor reports of all Unijobs assignments across the University to ensure compliance with pay rates.

- Overall responsibility for the oversight of the process across the University

7.4 UCD Finance

It is the responsibility of the College Finance Managers to:

- Provide advice and guidance to the hiring managers on the most appropriate hiring approach (e.g., hourly paid, fixed-term, permanent or UniJobs) in relation to the staff budget.
- Approve agency fee invoices in line with oversight of UCD school/unit assignment invoices
- Monitor cost reports

7.5 The Unijobs Employee (Agency Worker)

It is the responsibility of the Unijobs employee to:

- Complete the three Unijobs registration forms and other compliance requirements required. This step is only required once irrespective of the number of assignments engaged in by Unijobs.
- Responsible for claiming their hours through the system in line with payroll deadlines and procedures
- Manage their tax affairs online via [Revenue My Account](#)
- Responsible for monitoring the number of hours worked in line with Visa restrictions
- Abiding by the terms of their employment with Unijobs.
- Ensuring they are familiar with and available for the duties and responsibilities of their assignment role in UCD
- Adherence to the University Policies and Procedures during their assignment

8) Related documents

The below are important UCD policies that UniJobs employees should review in advance of starting.

- [Garda Vetting Policy](#)
- [Health & Safety](#)
- [Dignity & Respect Policies](#)
- [Invigilation - Regulations & Policies](#)

9) Contact

For further details please contact:

- HIRING: Queries related to the hiring of Student Based Roles/Local School Invigilators should be emailed hrhelpdesk@ucd.ie
- BUDGET/ COST: Queries related to budget/cost centre should be directed to your College Finance manager
- REGISTRATION: Queries related to the registration process with Unijobs should be emailed to education@unijobs.ie
- PAY: Queries related to payments processed by Unijobs should be sent to payroll@unijobs.ie.