

Worklink Casual Worker Guide to COVID-19 Payments

Worklink Casual Workers at the University of Birmingham are not normally entitled to occupational sick pay. However, as an exceptional measure, if a Worklink Casual Worker is absent from work due to either self-isolation or sickness as a result of COVID-19, or if their shift is cancelled due to University restricted operations, they will receive pay for any work that has been agreed and scheduled up until 9th April 2020.

For work that cannot be undertaken during this period, Hiring Managers are asked to confirm with Casual Workers what work has been agreed and scheduled and will therefore still be paid. This relates only to work that is unable to be completed in relation to COVID-19. If a Casual Worker is unsure about what work has been agreed and scheduled up until 9th April they should contact their Hiring Manager to confirm.

This guide explains the process for Casual Workers to claim for work that is unable to be fulfilled due to COVID-19 up until 9 April, and outlines key deadlines for receiving payment.

FAQs relating to COVID-19 for Staff, Students and Worklink Casual Workers and Hiring Managers can be found on the [University's Coronavirus \(COVID-19\) web pages](#).

The deadline for Worklink Casual Workers to submit their timecards to be paid for work scheduled that cannot be undertaken up until 9th April is 9am on Tuesday 5th May.

Timecards must be submitted by 9am on Tuesday 5th May in order to receive COVID-19 related payments for work that cannot be undertaken up until 9th April 2020.

Process for Worklink Casual Workers to receive COVID-19 Payments:

1. *Step one is for new Casual Workers only. Existing Casual Workers should proceed to step 2.*
New Casual Workers must complete the online On Boarding process in order to gain access to submitting their timecards.
On Boarding, including providing copies of their Right to Work documents, must be completed by 30/03/20 for April payroll, and 27/04 for May payroll.
New Casual Workers are sent an email from the Worklink team, which links to the online On Boarding tasks.
2. **Once Casual Workers are set up with a Casual Assignment, the Casual Worker will need to submit the time that they were unable to work in line with the normal timecard process and deadlines using the [Core system](#). If the casual worker is unable to submit their timecards, Hiring Managers are able to submit timecards on their behalf.**
To be paid in April payroll, timecards must be submitted by 9am on Tuesday 7th April.
To be paid in May payroll, timecards must be submitted by 9am on Tuesday 5th May.
3. **Hiring Managers will check and make any necessary edits to the timecards.**
For April payroll, this must be done by 3pm on Tuesday 7th April.
For May payroll, this must be done by 3pm on Tuesday 5th May.

4. Worklink and Payroll will process the timecards.

These will then be paid on pay day in April or May, and this will depend on which deadline the timecard has been submitted by. Further details on which timecards fall within each month and pay dates can be found [here](#).

April pay day is on Wednesday 29th April.

May pay day is on Thursday 28th May.

Guidance on how to create and submit timecards can be found on the [Worklink website](#).

Key Payroll Dates for April Payroll

On boarding Deadline for Casual Workers 5pm on Monday 30th March

Timecard Submission Deadline 9am on Tuesday 7th April

Key Payroll Dates for May Payroll

On boarding Deadline for Casual Workers 5pm on Monday 27th April

Timecard Submission Deadline 9am on Tuesday 5th May