



Information for GTAs & Demonstrators

Contract

The majority of GTAs and Demonstrators are engaged on Fixed Term Employment contracts.

Your contract states what your contractual hours will be, taking into account teaching and associated preparation time, as well as marking and training, where applicable. You may on occasion be offered additional hours which you will be free to agree or decline. If the School/Research Institute wish to formalise a significant regular increase in hours with you (e.g. from 3 hours per week to 6 hours per week), HR may issue a contract variant for you to agree to.

The contract is a mutual commitment between you and the University. The initial contract will be issued by the central Recruitment Onboarding Team and will typically be Fixed Term in nature with a defined start and end date.

Occasionally the University will engage GTAs and Demonstrators on a casual worker basis. This will only be the case where the number of hours is either unknown or expected to be very low. Further information on this is available on the HR webpages within the [Extended Workforce Policy](#).

Right to Work Checks

Prior to your contract being issued the School/RI administration office will need to check your right to work, typically taking a copy of your passport and any visa within it. If you are on a Tier 4 visa you will also need to sign a declaration stating that you understand the weekly restrictions, covering any and all employments both within and outside of the University, and will not exceed these.

Changing contracted hours

For personal reasons, or due to concerns being raised with you by your supervisor relating to your studies, you may wish to reduce your contractual hours. If so, you should inform the School/RI administration office who will liaise with the relevant line manager and College HR. This will result in HR confirming a variation of your employment contract.

If you wish to resign from your position you should do this in writing providing the appropriate period of notice as specified in your employment contract. You should resign to your line manager and copy your resignation to the School/RI administration and College HR.

Multiple-Year Contracts

Contracts will typically include a clause allowing for the variation of hours in future years (either up or down following consultation with the individual). For contracts extending over more than one year, these should be reviewed when planning for each new academic year

in liaison with the individual and if the hours are to decrease, or significantly increase, local HR will issue a variation letter.

Pay

GTA roles are at Grade 6, whilst Demonstrator roles are either Grade 5 or 4. New contracts are typically offered on the lowest spinal point within the grade. The contract will include reference to the full-time equivalent salary e.g. £28,098 for Grade 6 as well as the hourly rate you will receive (£15.39 in this example). If your contract is for more than one year, you will receive incremental pay increases in the second and subsequent years.

For each hour offered and worked you receive the same hourly pay level.

Additionally you will receive a separate payment for Holiday Pay (see below). Full details on the University's approach to contracts can be found in the [Extended Workforce Policy and Guidelines on the HR webpages](#).

The table below outlines the normal time allocation for the types of work undertaken as a GTA or Demonstrator.

Some elements are fixed as they are based on actual time. Other elements, such as time allocated for Preparation and Marking, may vary and local arrangements may mean some activities attract a higher time allocation due to disciplinary norms and requirements.

Type of Work	Payment	Comments	Timesheet Category
Demonstrating	1 hour per hour of demonstrating (i.e. actual student contact time)	Based on actual student contact time.	Basic Hours
Tutoring	1 hour per hour of tutoring/teaching contact time (i.e. actual time)	Based on actual contact time. For online teaching, an expectation will be made by the School/RI that sets out expected time. This is deemed to be equivalent to actual time.	Basic Hours
Training/Formal Meetings	Actual time	For classroom training the time will be as scheduled (i.e. actual time). For online training an allocation will be made based on the expected average time to complete.	Basic Hours
Preparation ¹	Normally 30 minutes per hour of tutoring/teaching contact time is payable for preparation relating to tutorials.	<ul style="list-style-type: none"> This is a time allocation and should be claimed in line with School/RI instructions. 30 minutes should be claimed (and will be paid) for each 30 minute allocation. It is recognised such time may be utilised for administration or student 	Preparation

¹ The amount of preparation time allocated may vary between schools and subjects. As indicated it may potentially be reduced where sessions are repeated. It may be increased when the GTA is new to the material or potentially where it is more complex or where some additional development may be required. Such decisions are made at School level and will be communicated locally.

	Demonstrating does not typically require preparation time. However if attendance in the lab is required ahead of the session this time should be credited and claimed as actual time.	<p>support related duties instead of preparation.</p> <ul style="list-style-type: none"> This minimum factor may increase between disciplines and levels of academic work or situations where there is a requirement to undertake preparation, administration and student support related duties. Prep time will be reduced or removed altogether for repeat tutorials/teaching contact in situations where preparation is not required. 	
Development	Normally 30 minutes per hour of tutoring/teaching contact time is payable for developing a lecture/course/programme	This minimum factor may increase for development of an entirely new syllabus or decrease for updating an existing syllabus.	
Marking	1 hour for each hour undertaken on marking and feedback-related activities including examinations, assessments, projects, coursework, essays, etc.	This is a time allocation and should be claimed in line with School/RI instructions. The reasonable expectations of School/RI/College in terms of scripts marked per hour may vary between disciplines and levels of academic work. Hence the number of hours credited is typically linked to the number of scripts (based on an average expected time per script) and not the "actual time" spent.	Marking

How are hours claimed?

Hours are claimed on a monthly basis, in time for approval in advance of the cut-off dates. Cut off dates vary from month to month and the dates are published on the [University's Finance webpages](#) (please note these dates are for final approval not submission).

GTA/Demonstrators are advised that it is easier for them to track their hours if they submit on a calendar month basis i.e. hours worked up to the end of one month will be paid in the subsequent month. In order to minimise any potential delay in authorisation, please check the availability of your approvers and do not delay the submission of your hours past the end of the month.

You can submit your claim by using your staff ID to log in to the University's HR/Payroll portal (CoreHR): <http://hrportal.mis.gla.ac.uk>

Code	Purpose
2143	Basic Hours: to be used for contact time with students and for any training/induction periods
2223	Preparation Time
2233	Marking (paid in hours)
2237	Development

Instructions for inputting timesheets are available online on the [University's Finance webpages](#).

When entering hours worked you need to be as accurate as possible in terms of recording when the hours were actually done, especially noting the need to include unpaid lunch breaks when working full days. It is important to note that all hours claimed (and approved) will be paid so if you work from 9 to 5 but take an hour off for lunch (which would be unpaid) you should make two entries (am and pm) adding up to 7 hours.

It is fully recognised that some activities such as preparation and marking, unlike actual contact time, are not carried out at set times and not necessarily during the standard working day or in single blocks. Hence the allocated hours should be claimed in sensible blocks of time e.g. 3 hours one afternoon rather than 6 half hours over a number of days. However, please do not claim all hours worked over extended periods (e.g. one month) within the same week or day on the system **and** you **must** not claim significant hours (e.g. 22) for one day when these have been spread over a number of days or weeks. This is particularly important for those staff who have restrictions relating to their visa status as the system is used for audit purposes to monitor and ensure that the hours worked do not result in a breach. This also makes it easier for colleagues who act as approvers to reconcile claims made to the work allocated.

Timesheets will typically be entered by the GTA/Demonstrator themselves through CoreHR; your local administration office will inform you if this is not the case in your School. Individuals with more than one post will need to enter a separate timesheet for each post.

The screenshot shows three sections of the CoreHR interface:

- Personal Details:** Employee Name: Ian Curtis; Personnel No/Staff No: 199727; Month / Year: June 2018; Appointment ID: 012605-97; NI No.: NB621119A; Department/Division: School Of Critical Studies; Job Title: Graduate Teaching Assistant; Project: ; Hours: N/A; Employee Home Address: ;
- Bank Details:** Bank Sort Code: 803601; Bank Address: Airdrie Savings Bank Airdrie; Bank Account Number: XXXXX-070;
- Work Completed:** A table with columns: Pay Grade, Short Desc., Date, Time From, Time To, Pay Code, Hours. The table contains five rows of work entries and a total row.

Pay Grade	Short Desc.	Date	Time From	Time To	Pay Code	Hours
Grade 6	INDUCTION	01/06/2018	09:30	15:30	2143	06:00
Grade 6	PREP	04/06/2018	09:30	10:00	2223	00:30
Grade 6	TUTORIAL	04/06/2018	10:01	12:01	2143	02:00
Grade 6	TUTORIAL	06/06/2018	10:00	12:00	2143	02:00
Grade 6	MARKING	11/06/2018	19:00	21:00	2233	02:00
Total Hours						12:30

Payslip Information

Once the timesheet has been submitted, GTAs/Demonstrators can view the progress of their timesheet through the approval processes to payment. Once paid, the payslip can be viewed through CoreHR and the payslip will reflect the total entries made on the timesheet e.g. total hours claimed = 12.5 and total hours paid = 12.5. If the hours claimed do not equal those paid, you should [contact your College HR team](#) in the first instance.

Gross Earnings		
Description	Hours	Value
Basic Hours	10.00	153.96
Prep Time (Hours)	0.50	7.70
Marking (Hours)	2.00	30.79
Total Pay		192.45
Gross Pay for PAYE		177.05

Deductions		
Description	This Period	Year-To-Date
U.S.S.	15.40	15.40
Total Deductions	15.40	15.40
Net Pay		177.05

Pensions

As a contracted employee the University Demonstrators/GTAs will be contractually enrolled into one of the University's pension schemes: Demonstrators into NEST and GTAs into USS. Membership of pension schemes is not compulsory and arrangements can be made to opt out of this arrangement, however, legislation requires the University to opt you into the scheme before you are able to opt out.

Right to Work – Restrictions

If you are on a Visa (Tier 4 most typically), you **cannot** work more than the number of hours allowed by your visa (typically 20 in any single week). **This is not an average** and includes **all work**, including part-time work with an employer outside of the University. By signing the declaration form mentioned above you are committing not to exceed your visa restrictions and you should raise any concerns with your Line Manager or School/RI Administration if you are offered a level of work that would exceed your visa restrictions in any single week.

Holidays

Hours specified in the contract do not include holidays and so it is expected that you will work the specified hours in full. On this basis a holiday accrual is added to your contract for every hour worked. This is typically deemed to be taken in the month it is accrued and is paid accordingly.

Holiday pay paid to you will show as a separate element on your payslip (not shown in example above).

Sickness

If you are unable to attend work for an agreed tutorial or class, you should contact your agreed School/RI contact and inform the administration office. If this is due to sickness, you may be entitled to sick pay in line with the University sickness pay policies and hence you need to comply with the normal procedures for employees as set out on the HR webpages in the [Managing Attendance Policy](#).

Training

Compulsory training is provided by the Learning Enhancement and Academic Development Service (LEADs), in the form of the *GTA Introduction to Learning and Teaching in Higher Education (GTA ILTHE)*. This session lasts three hours and is paid at your normal hourly rate. More details can be found on the [LEADs webpages](#).

LEADs also offers a voluntary *Developing as a Teacher in Higher Education (DAT HE)* course, which leads to Associate Fellowship of the University's Continuing Professional Development Scheme: Recognising Excellence in Teaching (RET AF). Places are limited and must be [booked through the LEADs website](#).

Discipline specific training is offered by your School/RI and paid at your normal hourly rate.

Raising questions: Points of Contact

Should you need to review your hours of work, or if you have any queries about your work allocation or hours to be claimed, you should contact your Head of Subject or Head of School/RI Administration or nominated alternative.

If you have questions about your employment contract when it is first issued you should contact the central HR Recruitment Onboarding team. They will issue your contract via your University e-mail address.

If you have questions about your contract or pay once you have started work, you should contact your [College/University Services HR team](#).

If you have questions about your payslip in relation to deductions for pension or tax please contact the [Payroll Team in Finance](#).

Useful Links

[HR home page](#)

[HR – Extended Work Force Policy](#)

[Payroll – Hourly Timesheet Instructions](#)

[LEADS – home page](#)

[HR System \(to access timesheet and view payslips\)](#)