**Unitemps – Direct booking form**

Unitemps can set up job assignments for temp(s) that you have selected yourself. In order to set up these direct booking, please complete this form and email it to [unitemps@nottingham.ac.uk](mailto:unitemps@nottingham.ac.uk).

It is important that we receive this form before the job assignment is due to start because we will need some time to set up your booking and register your temps, if they are new to the Unitemps system.

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| **Job booking details** | |
| Job title |  |
| Start date |  |
| End date |  |
| Hours of work (if known) |  |
| Is this for a specific event? Yes/No  (If ‘Yes’ please specify the name of the event) |  |
| Please provide a very brief description of the role: |  |
| Hourly pay rate (if agreed) |  |
| Project code to be charged |  |
| **Timesheet authoriser** | |
| Name of timesheet authoriser |  |
| Job title |  |
| Telephone number |  |
| Email address |  |
| **Deputy timesheet authoriser (if needed)** | |
| Name |  |
| Job title |  |
| Telephone number |  |
| Email address |  |

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| **Temps** | | |
| Please provide the name and contact details of all temps who need to be booked in.  Each temp will need to provide Unitemps with documents proving their eligibility to work in the UK **before** they can work, please refer to the supporting documentation for more information. | | |
| **Full name** | **Email address** | **Phone number** |
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