

Girton Guide to Setting Up and Making Payment Claims on CamCors

There are three key 'payment methods' available on CamCors and you will choose one as a default when setting up your CamCors account. The default can be changed at any time in your 'Personal Details' section of CamCors, **or** you can change the payment method on an individual report.

The three options are:

- Pay me directly (with a choice between BACS or Cheque)
- Pay my College
- I do not require payment

Colleagues supervising in Architecture may also choose an option which directs payment to that Department.

Please note that the advice below pertains to all Non-Supervision hours claimed on CamCors, as well as the usual supervision reports.

If you hold a College Lectureship (e.g. Category Aa, A, D or X)

Your default must be set as 'Pay my College' for **all** your supervision teaching, whether or not the students are at Girton.

You will receive your monthly stipend and at the end of the academic year the Payroll Officer will issue you with a statement of hours from the academic year. The statement will include Non-supervision hours also claimed.

It is very likely that your statement will show a small surplus or deficit of hours. You will be offered the choice to roll those hours forward to the next academic year **or**, as appropriate, to either receive payment for surplus hours or to pay back the deficit hours (both at the usual rate of supervision payment per hour). The default position is that a surplus or deficit will be carried forward unless the Payroll Officer is requested to do otherwise.

The Deputy Senior Tutor for Teaching and Learning will be in touch with colleagues who fall into the following categories:

- Have recorded 50%+ more or fewer hours than expected for the academic year. For example, if your stint is 120 hours but you have recorded more than 180 hours or fewer than 60 hours.
- Have accrued totals carried forward equal or greater to their annual stint. For example, if your stint is 120 hours and you have carried forward 120+ hours surplus or deficit.

Communication from the DST about stint surplus and deficit is intended to be supportive with a focus on finding an appropriate solution.

If you do NOT hold a College lectureship but are on the Girton payroll because of a different role (Tutor, Director of Studies, Admissions Interviewer, etc)

If you fall into this category you must use the 'Pay my College' option. Payment will come to you via Payroll, with appropriate reductions for taxation etc, at intervals when payments are claimed and received from other colleges.

If you are not on the Girton College payroll

You are understood to be a self-employed 'freelance' supervisor and must choose 'Pay me Directly'. In this scenario, you are responsible for all matters of taxation etc.

If you are studying at Girton on a Student Visa

In this category you must be added to the College payroll and choose 'Pay my College'. Payment will come to you via Payroll, with appropriate reductions for taxation etc, at intervals when payments are claimed and received from other colleges.

When might I indicate "I do not require payment"?

This would only be used in specific circumstances where some other form of payment or recompense has been agreed, or if a report is not claiming any hours and there is in effect no hourly payment to be claimed.

What if I have exceeded my stint and don't want to wait until the end of the year for payment via the annual statement of hours?

If you are confident that you have exceeded your stint number of hours for the year that have been claimed as 'Pay my College', and you wish to be paid for excess hours at the end of a given term, please notify the Deputy Senior Tutor for Teaching and Learning who will liaise with the Payroll Officer to ensure that any claims will be paid to you appropriately. Please note that any such hours will not be recorded against your stint so there is a risk that at the end of the year you may end up in deficit of hours.

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