



Student Employment on Campus

How to register for work via S3P guide

From Newcastle. **For the world.**

1. How to check if you have a worker record

1. Visit the Student Self Service portal and check if you have an employee record
 - Click the 'Careers' tab
 - *The student in this example already has an employee record as an employee number is showing (see below).*
 - *This student can be assigned work through the 'Manage Student Work' app if a right to work check has been completed.*

S³P Student Self Service Portal

Student Self Service - Careers

Apple Mac

Student No. 170005324

[Status](#) | [Student Data 1](#) | [Student Data 2](#) | [Careers](#) | [Student Union](#) | [Programme](#) | [Modules](#) | [Finance](#) | [Documents](#) | [Help](#) | [Logout](#)

[Absence Request](#) | [Component Marks](#) | [Submit PEC](#)

Employee Number: 88881176

The University Careers Service would like to collect the following information. Please ensure all fields are completed.

Please select the statement which best represents your current careers position:

In the last 12 months I have gained work experience through the following (please complete all fields):

- *The student in this example does not have an employee record, as there is no employee number showing. In this instance the student should click the link at the bottom of the page to fill in the form to start the process*
- *The following pages shows the screens that have to be completed*

Newcastle University

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S³P Student Self Service Portal

Student Self Service - Careers

Direct Debit Test
Student No. [REDACTED]

[Status](#) | [Student Data 1](#) | [Student Data 2](#) | [Student Payments](#) | [Careers](#) | [Student Union](#) | [Programme](#) | [Modules](#) | [Finance](#) | [Documents](#) | [Help](#) | [Logout](#)

[Absence Request](#) | [Component Marks](#) | [Submit PEC](#)

The University Careers Service would like to collect the following information. Please ensure all fields are completed.

Please select the statement which best represents your current careers position:

In the last 12 months I have gained work experience through the following (please complete all fields):

The university offers a number of placements on a temporary/flexible basis. If you are interested, click on the button below to submit your details

[Student Worker Registration Form](#)

Section 1 of 2. This page contains data sourced from your student record and as such, cannot be directly amended. Please review these details before clicking 'Confirm'.

Title: Miss	Date of Birth: 02/02/1983 (dd/mm/yyyy)
Initials:	Gender: Female
First name(s): Apple	Known As:
Last name: Mac	Mobile No: 07777123123
Email: test@ncl.com	Nationality: British
Student Number: 170005324	

Home Address	Term Address
Line 1: 101 S3P SEoC	Line 1: 123 High Lane
Line 2: Gosforth	Line 2:
Line 3: Newcastle	Line 3: Durham
Line 4:	Line 4:
Line 5:	Line 5:
Postcode: NE1 1ZZ	Postcode: DH1 1AE
Country: United Kingdom	Country: United Kingdom
Telephone: 0111 223 2232	Telephone: 01234 123521

Emergency Contact Address
Line 1: 1 South Road
Line 2:
Line 3: Sunderland
Line 4:
Line 5:
Postcode: SR1 1AD
Country: United Kingdom
Telephone: 01388999999
Contact name: Mrs Mac
Relationship to you: Mother

Click on the 'Confirm' button if these details are correct to continue with the registration form. If any details on this page are incorrect, this can be updated on the 'Student Data 1' page on S3P.

Confirm

Section 2 of 2. This page contains fields which we require you to complete so we can create an employee record. Providing incorrect information could result in delays in any payments.

National Insurance and Bank Details

National Insurance Number (Optional):	JJ123123D
Payee Name:	Miss Mac
Account number:	12341234
Sort Code:	123123
Building Soc Roll No (Optional):	A12348DD

Tax Declaration

This section must be completed even if a P45 can be provided.

Your present circumstances

Read all the following statements carefully and select the relevant option which applies to you from the dropdown box below.

Option A: This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.

Option B: This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension.

Option C: I have another job or receive a state or occupational pension.

Option A / Option B / Option C: Option A

If you have a P45 from a previous employer, please forward to Payroll, Level 4, Kings Gate.

Student Loans (advance in the UK)

I have a student loan and have left a course of UK Higher Education before last 6 April and received my first UK Student Loan instalment and have not fully repaid my Student Loan. Select the one that applies to you if applicable.

Not Applicable / Student Loan Type 1 / Student Loan Type 2 / Both / Post Graduate Loan:	Student Loan Type 1 only
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End of section 2

Right to Work information

Under the Immigration, Asylum and Nationality Act 2006 we are obliged to check your eligibility to work in the UK, at least one day in advance of the commencement of any employment.

As you have highlighted your interest in completing future employment whilst studying at the University, it is your responsibility to have the relevant 'Right to Work' check undertaken appropriately (Note: this check is separate to your Right to Study check).

If at any point during your study you have a change in circumstances effecting your visa, you must advise the student office and a further 'Right to Work' will be necessary prior to starting any work assignments.

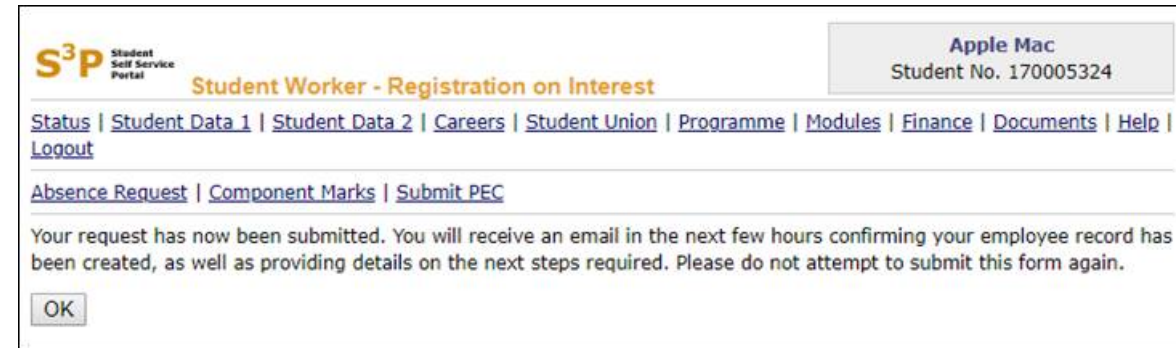
You will receive details on where and when to complete your Right to Work checks via email to the personal email address provided on this form.

By clicking on the 'Confirm' button, I am confirming that I have read, understood and agree to the Terms and Conditions as set out in the Casual Worker Agreement. I also agree that I can only work and expect to receive payment for bookings that are processed via the Student Employment on Campus (SEoC) applications.

Back

Confirm

Confirmation



The screenshot shows the S3P Student Self Service Portal interface. At the top left is the S3P logo with the text 'Student Self Service Portal'. To the right of the logo is the page title 'Student Worker - Registration on Interest'. In the top right corner, there is a grey box containing the text 'Apple Mac' and 'Student No. 170005324'. Below the header is a navigation menu with links for 'Status', 'Student Data 1', 'Student Data 2', 'Careers', 'Student Union', 'Programme', 'Modules', 'Finance', 'Documents', and 'Help'. Below the navigation menu is another set of links: 'Logout', 'Absence Request', 'Component Marks', and 'Submit PEC'. The main content area contains a confirmation message: 'Your request has now been submitted. You will receive an email in the next few hours confirming your employee record has been created, as well as providing details on the next steps required. Please do not attempt to submit this form again.' At the bottom of the message is an 'OK' button.

Once you have completed the registration process you will receive an email directing you to the SEOC webpage for guidance on how to schedule a Right to Work check.