



Quick Links

Checklist



UNIVERSITY OF
LINCOLN

DEPARTMENT OF PEOPLE,
PERFORMANCE AND CULTURE

PRIOR TO COMMENCING

		Link	Check
	<p>Clearance Process (prior to agreeing a start date)</p> <p>A minimum of 1 reference, a completed Pre Placement Health Questionnaire and further clearances (if applicable) are required plus all other onboarding forms (car park, HESA).</p>		
	<p>Right to Work Check</p> <p>The right to work check has to be done before confirming the start date.</p>		
	<p>Biometric Residence Permit</p> <p>Apply for your BRP</p>		
	<p>National Insurance number</p> <p>Apply for NI number, if you do not have one. If you have a Biometric Residence Permit your NI number may be printed on the back of your permit.</p>		
	<p>Right to Rent</p> <p>To rent a property you will need to provide a share code</p>		
	<p>Register for NHS services</p> <p>GP/Dentist</p>		
	<p>Open UK bank account (as required)</p> <p>You will need an address to be able to open an account. We can provide you with a letter to confirm your employment and address to give to the bank.</p>		

ON COMMENCEMENT

		Link	Check
	<p>ICT equipment and log in</p> <p>Your line manager will provide you with your ICT log in and password information as soon as you are added to the university system. You may need to visit ICT Helpdesk on the first floor of the Minerva Building to collect equipment and confirm any email and system access queries.</p>	×	
	<p>Staff card</p> <p>Obtain Staff card from Student Support Centre which is located on the ground floor of the Minerva Building.</p>	×	
	<p>MyView - access is available from date of commencement</p> <p>You will receive an email from payrollservices regarding updating your details ie address and bank details, on MyView. This is where you also claim expenses, submit annual leave, view payslips, book training</p>	↗	
	<p>Induction</p> <p>Induction look out for invite to book on an induction session</p>	×	
	<p>Financial awareness</p> <p>Consider attending financial education webinar in order to understand about your finances, tax codes, pension scheme, savings & investments</p>	↗	
	<p>Mobility support - immigrations & Visas</p> <p>These pages provide a range of information and links</p>	↗	