



University of  
**BRISTOL**



**“I can obtain a  
computer for home,  
for less, through  
the HCI Scheme!”**

# WHAT'S IN IT FOR ME?

**viglen** working with  
**The University of Bristol**

**EMPLOYEE OVERVIEW**

[www.bristol.ac.uk/hci](http://www.bristol.ac.uk/hci)



Great  
Minds  
Think



Working together,  
the University of  
Bristol as a part  
of the Positive  
Working  
Environment  
Initiative, Viglen  
and the  
Government  
are offering you  
the chance to  
get a Viglen  
computer at home  
through the Home  
Computing  
Initiative.

### DISCOVER NEW WORKPLACE OPPORTUNITIES

Through home use of IT you'll be able to further your individual learning, helping to realise your full potential, both personally and in the workplace.

Don't worry if you don't use a computer much at work – this offer is open to everyone.

Like the ability to read and write well, core IT skills open the door to wider workplace opportunities and greater personal fulfilment. You'll also be better placed to adapt more easily to new roles and opportunities and take advantage of online learning and other computer-based training at home and work.

Computers are incredibly powerful tools for education and learning. Internet-based courses and training are now available for many workplace qualifications. There's a revolution happening in what's known as e-Learning and if you have children, they'll be experiencing it regularly at school. A modern, powerful home computer from Viglen is an extremely flexible option for studying and learning in your own time and at your own pace. And, as IT links develop between home and school, your children will reap the benefit in the years to come.

### SPREAD THE COST

First, there are significant savings on offer. By combining Tax and National Insurance savings, you'll be able to reduce the cost of obtaining a computer by up to 33% if you pay tax at the basic rate and by up to 41% for higher rate taxpayers. This is available on up to £500 of repayments each year. Therefore it is not possible to spend more than £1500 on your equipment under the University of Bristol Scheme.

By opting to spread the cost and pay by Salary Sacrifice, the total cost to you is equal to the amount of salary you sacrifice per month – it's agreed in advance between you and your employer.

For example, if your chosen computer has a value of £1,500 and



is paid over a period of three years, you could sacrifice as little as £9.62 per week from your gross salary. Net of Tax and National Insurance contributions, this would translate to as little as £6.44 per week for a basic rate taxpayer and £5.67 per week if you're a higher rate taxpayer. A small price to pay for getting with IT.

### ILLUSTRATION OF THE COSTS TO YOU

This table shows the savings to a basic and higher rate tax payer on a PC with a retail price of £1,500.00 including VAT

	BASIC RATE	HIGHER RATE
Price from your employer	£1,500.00	£1,500.00
Monthly reduction in gross pay over 3 years	£41.66	£41.66
Less Tax and National Insurance contributions	£13.75	£17.08
Net cost to you per month	£27.91	£24.58
Net cost to you over 3 years	£1005.00	£885.00
Percentage Saving	33.0%	41%
Saving to Employee	£495.00	£615.00

**THE VIGLEN HOME COMPUTING INITIATIVE:  
WHAT IT MEANS FOR YOU.  
THE ESSENTIAL GUIDE FOR EMPLOYEES**



## WHAT HAPPENS NEXT?

### STEP ONE: APPLY

The first step to getting a brand new, state-of-the-art computer from Viglen is to call our help line (020 8758 7105). They can give advice, answer questions about the Scheme and take your orders.

### STEP TWO: SIGN

Viglen will send you an agreement for you to sign and return to the University. The University will then confirm your order to you and to Viglen, who will assemble your computer ready for delivery to your home address.

### STEP THREE: RELAX!

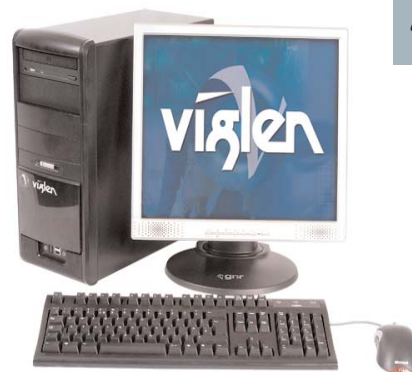
Viglen will deliver your new PC direct to your door, anywhere in the UK from Monday to Saturday.



For individuals, as well as cost savings, HCI schemes can help realise personal and professional potential. Through improved IT access and use, they provide the tools and resources that further individual learning, enhance workplace skills and increase employment opportunities.

**Patricia Hewitt**

*Trade and Industry Secretary  
and E-Cabinet Minister*



Like numeracy and literacy, IT knowledge and experience builds a third skill for life. Having a computer at home not only gets you new workplace skills and boosts learning, but can make a positive difference to the overall quality of life at home. From online shopping and financial management to multi-media entertainment and education, **IT**'s all within your reach.

Acquiring a computer from Viglen under the HCI scheme is simplicity itself. Our helpline team are happy to answer any questions that you may have, in as much detail as you need.

Here's a selection of frequently-asked questions:

**Q** Who is eligible to participate?

**A** All full time and part time employees (both weekly and monthly paid) who are subject to UK Income Tax and who have been in continuous employment for six months at the time of joining the scheme. Delivery of the PCs is within the UK only.

**Q** What if I leave my employer inside the first three years?

**A** As the Salary Sacrifice Scheme is designed for a three-year lifespan, special rules apply should you leave your employer during that period. Further details on this can be found at [www.bristol.ac.uk/hci](http://www.bristol.ac.uk/hci) or from the phone number below.

**Q** What if I move from one tax band to another?

**A** Your salary sacrifice is made out of your gross pay. This will be unaffected by these changes.

**Q** What if I want to upgrade or change my computer?

**A** You cannot change your PC for a different one during

the three-year term. You are able to upgrade your hardware (for example by adding more memory) during this time, but you must carry out and pay for this yourself and if you don't purchase the PC at the end of the three-year term, any upgrades must be removed.

**Q** Will participating in the scheme affect my pension in any way?

**A** For many staff there is no impact but for some, membership of the HCI scheme will affect their pension entitlement. Full details can be found on the website below.

**Q** What if my new computer doesn't work?

**A** All new Viglen PCs supplied under the HCI scheme come with a comprehensive three-year warranty, including on-site engineer assistance. In the first instance, calling Viglen's experienced telephone support team will enable a diagnosis to be made over the phone. In many cases, they will be able to talk you quickly and easily through a simple solution, or

arrange for an engineer to call round at your convenience.

**Q** I can't get my PC's software to work properly. What do I do?

**A** Most major software packages offer built-in help pages or dedicated online help. Once this avenue has been exhausted, call Viglen's Support team. Most queries can quickly be resolved, but more detailed issues may require a follow-up call to the relevant software provider.

**Q** What happens at the end of the three-year loan period?

**A** All payments made over the three-year period are for the LOAN of the PC. However at the end of the period, your employer can sell it to you for fair market value. Remember that after 3 years, the market value will be a fraction of the original cost. In our experience this would be in the region of £25 plus VAT.

Further FAQ's can be found at the website below.

## CONTACTS:

HCI Help Desk Tel **020 8758 7105**  
HCI Help Desk Fax **020 8938 7501**  
HCI Email address **[uob-hci@bristol.ac.uk](mailto:uob-hci@bristol.ac.uk)**

For more detailed information about the scheme see:

[www.bristol.ac.uk/hci](http://www.bristol.ac.uk/hci)