



Quick Guide ... how we pay individuals, or organisations, for services they've provided

WHO ARE YOU?	HOW CAN WE TELL?	HOW DO WE PAY YOU?
Self Employed Independent Contractor Consultant	There is an Agreement for Services with a negotiated fee Self employed tax code is in place	You submit an Invoice to the Finance Payments Team quoting a University Purchase Order number (provided by the Department you are working for)
Registered Company Charity Other Trading entity	Registered address present Recognisable trading name VAT status is clear	You submit an Invoice to the Finance Payments Team quoting a University Purchase Order number (provided by the Department you are working for)
Person delivering a 'one-off' lecture	A 'one off engagement' form has been completed Payment is made to an individual It is related to a lecture that is either open to the public, or part of the core curriculum	You complete a 'Certified Claim for One-off Engagements Form' The department you are working for will authorise your form and send it to the Finance Pay and Pensions Office You'll be paid monthly through our Casual Payroll service
Person providing ad hoc services, but without a formal employment contract issued by Human Resources	The person has registered as a 'University Bank worker'	You complete a 'Certified Claim for Fees and Expenses for University Bank Workers Form' The department you are working for will authorise your form and send it to the Finance Pay and Pensions Office You'll be paid monthly through our Casual Payroll service
Person providing services via an Employment Agency ('Agency Worker')	There is an Agency / Employment Business Contract with the Hiring Department	You submit an Invoice to the Finance Payments Team quoting a University Purchase Order number (provided by the Department you are working for)
An employee (Fixed-term, open ended or regularised A-typical worker)	Human Resources have issued a contract of employment.	In accordance with your contract You'll be paid monthly through our Main Payroll service