



### 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 and/or person is registered for Self Assessment for Tax	You submit an Invoice to the <a href="#">Finance Payments Team</a> quoting a University <a href="#">Purchase Order</a> 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 <a href="#">Finance Payments Team</a> quoting a University <a href="#">Purchase Order</a> number (provided by the Department you are working for)
Person providing ad hoc services, but without a formal employment contract issued by Human Resources	The person has registered as a 'University Casual worker'	<a href="#">Registration as a University Casual Worker</a> has taken place.  The department you are working for will authorise a spreadsheet submission of your hours and email it to the Finance Department Payroll and Expenses team.  You'll be paid monthly through our <a href="#">Casual Payroll</a> 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 <a href="#">Finance Payments Team</a> quoting a University <a href="#">Purchase Order</a> 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 <a href="#">Main Payroll</a> service
Musicians/Bands	You have been engaged to play at a University venue and it has been confirmed that your payment is to be made by the University.	For performances at the University Arms only, there is a process of payment in cash. Contact the <a href="#">Income Office Cash team</a> for details. For all other Musicians/Bands, payment is as for other Self Employed Contractors