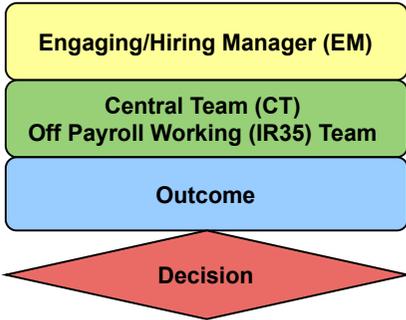
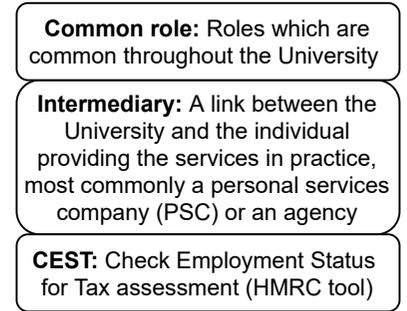


**KEY**



**TERMS**



EM identifies suitable worker to undertake the work

Is this a "common role"?

**YES**  
See common roles process

**NO**

Is the engagement via an intermediary?

**YES**

**NO**

**No intermediary - EM completes Questionnaire (ESQ1)**  
seeking input from the prospective worker as required and sends to CT

**Intermediary - EM completes Questionnaire (ESQ2)**  
seeking input from the prospective worker as required and sends to CT

Conducted by Off Payroll Working (IR35) Team

**IR35 does not apply**  
CT complete CEST to determine if worker has an employment or self employment relationship

CT to conduct CEST

**CEST OUTCOME**

**CEST OUTCOME**

CT to inform EM of outcome and agree how to proceed

**IR35 Applies/Deemed Employee**

CT to inform EM of outcome and agree how to proceed

CT and EM determine the appropriate engagement route

**IR35 Does Not Apply**

**Status Undetermined**

Employee/  
Casual worker

Self-employed

CT writes to worker and other party (if any) with whom it has contracted for the supply of service, to confirm the University's status determination and the reasons for it.

CT writes to worker and other party (if any) with whom it has contracted for the supply of service, to confirm the University's status determination and the reasons for it.

CT take appropriate action - keeping EM informed

EM liaises with HR for engagement

EM continues with normal vendor route

EM continues with determined engagement route

EM continues with normal vendor route to set up engagement (Worker\* engaged and paid gross on receipt of invoice)