

## Payment Options for one-off or short term assignments

There are three ways to engage and pay:

1. Payroll - paid via our Temporary Resourcing Unit (TSB and Claims) following satisfactory completion of Right to Works checks
2. Employment Agency
3. Invoice – Contract for Service Supplier (Self Employed and Personal Service Companies, Ltd Companies and PLC's)

## Immigration Control

Under the Immigration, Asylum and Nationality Act 2006, all employers, irrespective of size or sector, are required to prevent the employment of illegal workers. In all cases, please check and forward a copy of the worker's right to work to [e-claims@exeter.ac.uk](mailto:e-claims@exeter.ac.uk) **before any work commences**.

International (non-EEA) staff and students may have visa restrictions which have strict limits on the hours that may be worked. Compliance with these requirements is mandatory.

	<b>Role</b>	<b>Description of Activities</b>	<b>Comments/Notes</b>	<b>Normal Procedure</b>	<b>Exceptional Procedure</b>
	<b>Occasional Lecturer</b> OR <b>Visiting Lecturer</b> (including international visiting lecturer/speaker) Industry Expert	A one off piece of work or lecture.	A session could be: <ul style="list-style-type: none"> <li>• an hour</li> <li>• part-day</li> <li>• a whole day</li> </ul> Refer to <a href="#">Business Rules</a> If work is for longer than 12 weeks position to be a fixed-term contract (link)	If you are engaging a worker already identified: <a href="#">Casual Claims Process</a>  If you need any advice around sourcing a worker please contact the <a href="#">Temporary Resourcing Team</a> .	If the individual is self-employed and requests to be paid by invoice, use this <a href="#">link</a> to complete the government's tax assessment form to determine whether the tax status is either employed or self-employed.  If <a href="#">self-employed or Indeterminate</a>  If it is employed inform the worker of the outcome and follow normal procedure.
	<b>Consultants:</b>  Employed by a large consultancy e.g. KPMG, Accenture PLC's	This covers a wide range of scenarios. Options will vary. This includes; <ul style="list-style-type: none"> <li>• IT Consultants/specialists</li> <li>• Project Management</li> <li>• Specialist interims</li> <li>• Consultants linked to academic projects.</li> </ul>	Agreed fee arranged for a piece of work	Follow <a href="#">Procurement Process</a>	

	<p><b>Consultants:</b></p> <ul style="list-style-type: none"> <li>• Self-employed</li> <li>• Partnerships</li> <li>• <a href="#">Personal Services Company</a></li> </ul>	<p>This covers a wide range of scenarios. Options will vary. This includes;</p> <ul style="list-style-type: none"> <li>• IT Consultants</li> <li>• Project Management</li> <li>• Specialist interims</li> <li>• Consultants linked to academic projects.</li> </ul>	<p>As the nature of work will differ in each case, every situation needs to be assessed for tax purposes</p>	<p>If you are engaging a worker already identified:</p> <p><a href="#">Casual Claims Process</a></p> <p>If you need any advice around sourcing a worker please contact the <a href="#">Temporary Resourcing Team</a>.</p>	<p><b>If EMPLOYMENT STATUS Result is Self-Employed:</b></p> <p>Follow <a href="#">TRU Supplier Process</a></p> <p><b>If EMPLOYMENT STATUS Result is NOT self-Employed</b></p> <p>Notify worker Follow normal Recruitment Process:</p> <p>Temporary Resourcing Unit <a href="#">Casual Claims Process</a></p>
	<p><b>Coaches/gym or Fitness Instructors, Swim teachers and Lifeguards</b></p>	<p>To run a class or coach an individual, sports team</p>	<p>A session could be:</p> <ul style="list-style-type: none"> <li>• an hour</li> <li>• part-day</li> <li>• a whole day</li> <li>• a session</li> </ul> <p>Refer to <a href="#">Business Rules</a> If work is for longer than 12 weeks position to be a fixed-term contract</p>	<p>If you are engaging a worker already identified:</p> <p><a href="#">Casual Claims Process</a></p> <p>If you need any advice around sourcing a worker please contact the <a href="#">Temporary Resourcing Team</a>.</p>	<p>If the individual is self-employed and requests to be paid by invoice, use this <a href="#">link</a> to complete the government's tax assessment form to determine whether the tax status is either employed or self-employed.</p> <p>If <a href="#">self-employed or Indeterminate</a></p> <p>If it is employed inform the worker of the outcome and follow normal procedure.</p>

	<p><b>Dyslexia Assessors</b></p>	<p>Individual carries out an assessment of students to determine whether they have dyslexia</p>	<p>A session could be:</p> <ul style="list-style-type: none"> <li>• an hour</li> <li>• part-day</li> <li>• a whole day</li> </ul> <p>Refer to <a href="#">Business Rules</a> If work is for longer than 12 weeks position to be a fixed-term contract</p>	<p>If you are engaging a worker already identified:</p> <p><a href="#">Casual Claims Process</a></p> <p>If you need any advice around sourcing a worker please contact the <a href="#">Temporary Resourcing Team</a>.</p>	<p>If the individual is self-employed and requests to be paid by invoice, use this <a href="#">link</a> to complete the government's tax assessment form to determine whether the tax status is either employed or self-employed.</p> <p>If <a href="#">self-employed or Indeterminate</a></p> <p>If it is employed inform the worker of the outcome and follow normal procedure.</p>
	<p><b>External trainer for staff on a subject not provided in-house</b></p>	<p>Specialist training in first aid, management development, manual handling, working at height etc.</p> <p>Ad hoc training sessions are provided either on off-site for a set price per session. Trainer provides own materials with sessions arranged at mutually convenient times.</p>	<p>A session could be:</p> <ul style="list-style-type: none"> <li>• an hour</li> <li>• part-day</li> <li>• a whole day</li> </ul> <p>Refer to <a href="#">Business Rules</a> If work is for longer than 12 weeks position to be a fixed-term contract</p>	<p>If you are engaging a worker already identified:</p> <p><a href="#">Casual Claims Process</a></p> <p>If you need any advice around sourcing a worker please contact the <a href="#">Temporary Resourcing Team</a>.</p>	<p>If the individual is self-employed and requests to be paid by invoice, use this <a href="#">link</a> to complete the government's tax assessment form to determine whether the tax status is either employed or self-employed.</p> <p>If <a href="#">self-employed or Indeterminate</a></p> <p>If it is employed inform the worker of the outcome and follow normal procedure.</p>

	<p><b>Transcribers, Translators, Proof Readers and Editors</b></p>	<p>Translation of documents/interview transcripts in circumstances where no in-house expertise is available.</p>	<p>Engagement for ad hoc assignments as required</p> <p>Refer to <a href="#">Business Rules</a> If work is for longer than 12 weeks position to be a fixed-term contract</p>	<p>If you want to engage a worker not already identified: <a href="#">Temporary Resourcing Unit</a></p> <p>If you engaging a worker already identified:  <a href="#">Casual Claims Process</a></p> <p>If you need any advice around sourcing a worker please contact the <a href="#">Temporary Resourcing Team</a>.</p>	<p>If the individual is self-employed and requests to be paid by invoice, use this <a href="#">link</a> to complete the government’s tax assessment form to determine whether the tax status is either employed or self-employed.</p> <p>If <a href="#">self-employed or Indeterminate</a></p> <p>If it is employed inform the worker of the outcome and follow normal procedure.</p>
	<p><b>Actors, dancers, role-players, writers, authors, poets and other performance artists.</b></p>	<p>Individual is taking part in one-off or short- term engagements giving live performances, providing voice-over work etc.</p>	<p>Engagement for ad hoc assignments as required</p> <p>Refer to <a href="#">Business Rules</a> If work is for longer than 12 weeks position to be a fixed-term contract</p>	<p>If you engaging a worker already identified:  <a href="#">Casual Claims Process</a></p> <p>If you need any advice around sourcing a worker please contact the <a href="#">Temporary Resourcing Team</a>.</p>	<p>If the individual is self-employed and requests to be paid by invoice, use this <a href="#">link</a> to complete the government’s tax assessment form to determine whether the tax status is either employed or self-employed.</p> <p>If <a href="#">self-employed or Indeterminate</a></p> <p>If it is employed inform the worker of the outcome and follow normal procedure.</p>

	<p><b>Photographers/ videographers</b></p>	<p>To produce marketing materials, videos, photographs</p>		<p>If you are engaging a worker already identified:</p> <p><a href="#">Casual Claims Process</a></p> <p>If you need any advice around sourcing a worker please contact the <a href="#">Temporary Resourcing Team</a>.</p>	<p>If the individual is self-employed and requests to be paid by invoice, use this <a href="#">link</a> to complete the government's tax assessment form to determine whether the tax status is either employed or self-employed.</p> <p>If <a href="#">self-employed or Indeterminate</a></p> <p>If it is employed inform the worker of the outcome and follow normal procedure.</p>
	<p><b>Drivers, Maintenance and Trade workers (e.g. plumbers, carpenters, electricians, builders, painters, grounds)</b></p>	<p>University agrees a Set price for a job usually with a company, various individuals can carry out the work, company will provide own equipment and materials, work carried out at a mutually convenient time.</p> <p>Alternatively it may be Cover for vacancies within Campus Service</p>	<p>The contractor may sub-contract work to others, if the contract with the university allows it. Payment made to the contractor engaged directly by the university.</p> <p>Workers may be engaged directly to cover Campus Services roles</p>	<p>Standard procurement procedure.</p> <p>If you are engaging a worker already identified:</p> <p><a href="#">Casual Claims Process</a></p> <p>If you need any advice around sourcing a worker please contact the <a href="#">Temporary Resourcing Team</a>.</p>	<p>If the individual is self-employed and requests to be paid by invoice, use this <a href="#">link</a> to complete the government's tax assessment form to determine whether the tax status is either employed or self-employed.</p> <p>If <a href="#">self-employed or Indeterminate</a></p> <p>If it is employed inform the worker of the outcome and follow normal procedure.</p>

	<p><b>Researcher</b></p>	<p>A one off piece of research relating to a project or bid.</p>	<p>Assignment could be based on:</p> <ul style="list-style-type: none"> <li>• Hourly</li> <li>• Set fee</li> </ul> <p>Refer to <a href="#">Business Rules</a> If work is for longer than 12 weeks position to be a fixed-term contract (link)</p>	<p>If you are engaging a worker already identified:</p> <p><a href="#">Casual Claims Process</a></p> <p>If you need any advice around sourcing a worker please contact the <a href="#">Temporary Resourcing Team</a>.</p>	<p>If the individual is self-employed and requests to be paid by invoice, use this <a href="#">link</a> to complete the government's tax assessment form to determine whether the tax status is either employed or self-employed.</p> <p>If <a href="#">self-employed or Indeterminate</a></p> <p>If it is employed inform the worker of the outcome and follow normal procedure.</p>
	<p><b>Students engaged on an ad hoc basis for a variety of tasks such as working on reception, graduate ambassadors or for teaching/research activities.</b></p>	<p>Various University roles including Student Marshall, Ambassador, Student Campus Partnership and Campus Services.</p>	<p>Important to check visa status for non EU students</p> <p>Assignments claimed hourly</p>	<p>If you are engaging a worker already identified:</p> <p><a href="#">Casual Claims Process</a></p> <p>If you need any advice around sourcing a worker please contact the <a href="#">Temporary Resourcing Team</a>.</p>	<p>N/A</p>

	<b>Research Participants</b>	<p>Research Participants are volunteers who may be paid a small sum to cover expenses and as compensation for the time spent.</p> <p>Some of the volunteers may be members of staff of the university, but their participation in the research is not part of their duties of employment, they do it in their own time and are under no obligation to take part.</p>	<p>There is a specific agreement between BUFDG and EMPLOYMENT STATUS CHECK regarding such payments – see <a href="https://www.gov.uk/Employment-Status-Check-internal-manuals/employment-income-manual/eim71105">https://www.gov.uk/Employment-Status-Check-internal-manuals/employment-income-manual/eim71105</a></p>		
	<b>Agency Worker</b>	<p>Individual is engaged via an employment agency to cover a specific role, carry out a particular project etc.</p>	<p>The worker will be on the payroll of the agency. As part of its general contractual arrangements with agencies, the University will inform the agency that the Intermediaries Legislation/PAYE applies.</p>	<p>Must go via the Temporary Resourcing Unit who will advise if the role can be sourced internally, if this is not possible discuss the preferred Agency to act on our behalf.</p>	<p>Check the supplier is on T1 and Raise Purchase order for the agency at the agreed price.</p>
	<b>External Examiners</b>	<p>Includes associated roles such as markers, invigilators and question-setters.</p>		<p><a href="#">Business Rules for External Examiners apply</a></p> <p>Information to <a href="#">engage External Examiners</a></p>	