



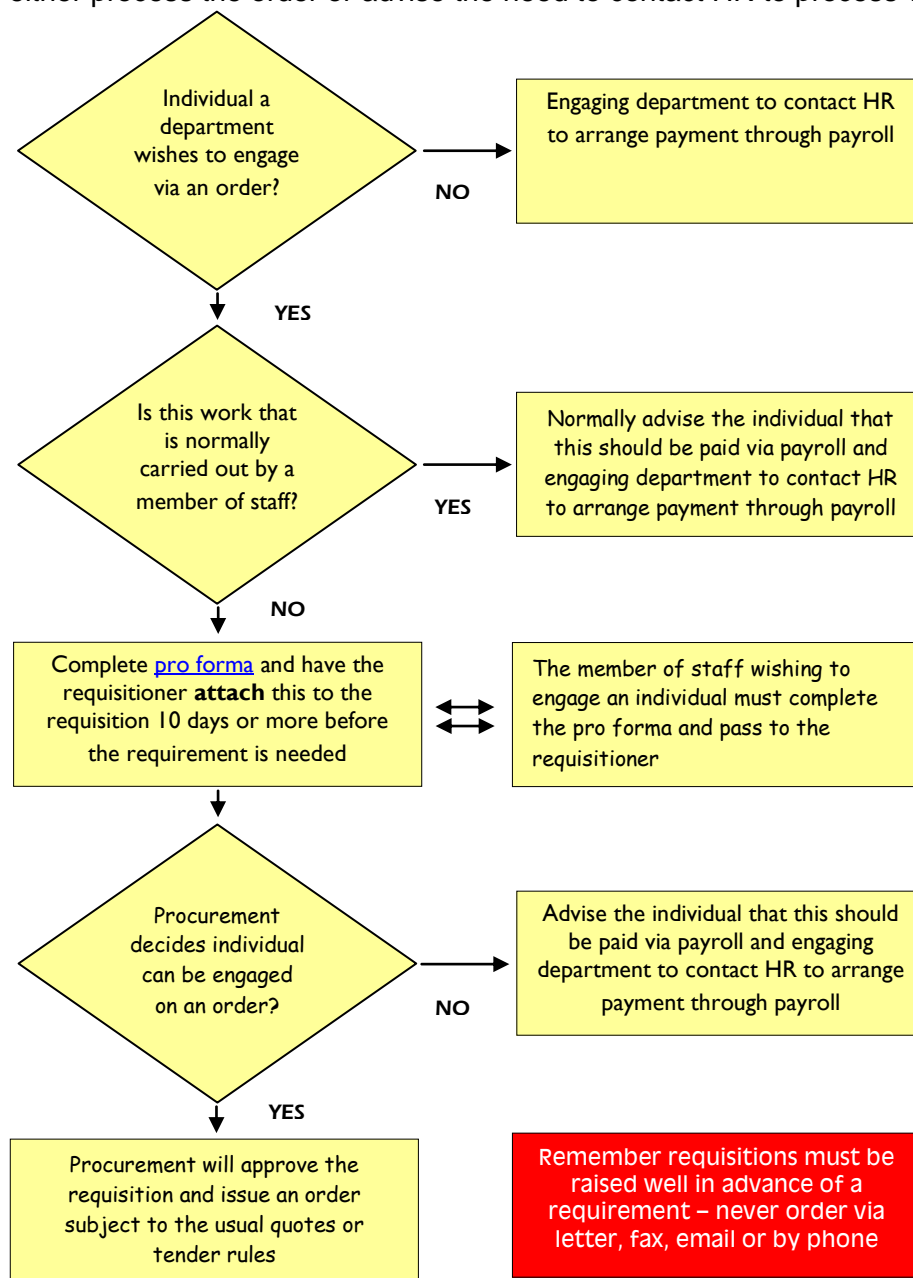
## Quick Guide - Determining Employment Status of Individuals

All staff are paid as employees even for additional other work.

No member of staff has the authority to engage any individual or company other than through the appropriate routes. The default route for individuals or sole traders is via Payroll.

If the individual/sole trader opts to be considered for the requisition/order route a requisition must be **at least 10 days or more in advance** of the need for the requirement, subject to usual quotes or tender process.

The engager within the University must complete the ESI Pro Forma and pass to the requisitioner who will attach the pro forma to the requisition. Procurement on receipt of the requisition will contact the individual and in due course either process the order or advise the need to contact HR to process via Payroll.



### Procurement & the ESI tool

The default position of the University is to engage individuals through the payroll route.

All staff, full time or part time, must be paid via Payroll for any additional work or services they provide the University.

Departments must complete the ESI pro forma and attach to the requisition well in advance of the requirement.

Only Procurement can assess the employment status of individuals via the Employment Status Indicator (ESI) tool questionnaire.

If HMRC (the tax authorities) decides in the future that an individual should have been paid through the payroll route your department will suffer a liability to tax and significant penalties so it is everyone's interest that all information is accurate and individuals are paid appropriately.

Departments must ensure all the information they pass to Procurement is accurate and factual to ensure the correct decision is made.