Will it impact me?
Part 1

- Will they be an employee? 
  - WILL BE PAID VIA CHRIS

- Are you getting someone from a “preferred agency”?
  - Invoice through CUFS

- Are you using TES or the Finance Staff Bureau?
  - Will be paid via an Internal Trading Invoice in CUFS (No Tax clearance number required)
    - Within limits
      - SUBMIT UPS1 FORM
    - Outside limits
      - SUBMIT FD3 FORM

- Is it short-term academic services (lecturing, teaching, conducting supervisions or higher degree examining)?

- Will it be for paying students a maintenance grant, bursary or field trip expenses?
  - SUBMIT UPS3 FORM or Pay through payroll or AP

- Is this a payment for a demonstration?
  - SUBMIT UPS2 FORM

- Is this a payment to a University pensioner?
  - Speak to HR for appropriate contract

- Is this a payment to a volunteer for reasonable expenses?
  - Paid either via expenses on CUFS or in cash from agreed amounts
    - If in doubt speak to Chris Patten

- Could this be a payment to a “worker”?
  - Complete the HR decision tree
    - Determined to be a worker
      - SUBMIT UPS2 FORM
    - Unsure of status
      - SUBMIT FD3 FORM

- None of the above (service to be provided by an individual, Limited Company, Partnership or non-preferred agency)
  - Complete and issue a Workers agreement
  - See Part 2