Will they be an employee?

Are you getting someone from a ‘preferred agency’?

Are you using TES or the Finance Staff Bureau?

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?

Is this a payment for a demonstration?

Is this a payment to a University pensioner?

Is this a payment to a volunteer for reasonable expenses?

Could this be a payment to a “worker”?

None of the above (service to be provided by an individual, Limited Company, Partnership or non-preferred agency)

See Part 2