

## **BUCKS NEW UNIVERSITY**

## Self-Employment Contractor Approval Process Flow Chart. (All Individual contractors)

DO NOT HIRE UNTIL STATUS IS DETERMINED

It is important that enough time is allowed for all the necessary Finance and HR checks to be carried out.

Requisitioner requires work to be carried out and has a suitable individual in mind. Identify type of work to be carried out. Is the individual teaching, lecturing or undertaking the duties expected of an Associate Lecturer? Yes No Read 'Procedures for deciding the employment status notes Procurement Approval to hire must first go through the normal procurement processes. Requisitioner requests the contractor complete the Status Factfinder Questionnaire and forwards it to Finance/Payroll. At this point - be sure what your contract or terms of engagement is with the individual. A contract can be written, an email or verbal. Finance/payroll quality controls questionnaire. Requests further information as required. This may be a copy of the contract, or additional information about the services to be provided. (It must be noted here if self-employment is not determined then the individual will need to be paid through payroll, with the additional costs that involves.) Is the appointment confirmed as self-employment? Payment due via Payroll. No Finance/Payroll confirms by email to requisitioner. PAYE/NI applied to all fees; (Finance passes copy to Procurement with confirmed self-employed follow employed staff rules. Yes Requistioner completes new supplier form, requests bank details on signed headed paper. Send to Procurement. Requisitioner to complete schedule and forward to Faculty Finance via budget holder. Procurement undertakes checks, supplier selection, VFM, and risk. If approved, advises department to proceed. Finance sets up new supplier account Raise a PO Invoices received by Finance. Enters the authorisation to pay process If invoices are submitted for work done more than a year after the original self-employment approval, payment may be suspended until

approval is renewed.