Determining employment status

Resource need identified and quantified

Is the work suitable to be done on a self-employed basis?
See self-employed notes for guidance

YES

NO

Is the work suitable for a UoB student to undertake?

YES

NO

Will the work last for less than 13 weeks?

YES

NO

Is the work less than an average of an hour a week for the duration of the contract?
E.g. contract is for 20 hours work over 30 weeks

YES

NO

Worklink issue contract of employment
https://intranet.birmingham.ac.uk/hr/index.aspx

Worklink issue an hourly-paid assignment
https://intranet.birmingham.ac.uk/hr/affiliates/agency-workers/arranging-agency-workers.aspx

Employment
https://intranet.birmingham.ac.uk/hr/in dex.aspx

Infrequent, ad-hoc, hourly-paid Work

Eploy

Increase of hours for existing staff
https://intranet.birmingham.ac.uk/hr/affiliate-agency-workers.aspx

Unforeseen resource needs
E.g. new activities or cover for unexpected absence of existing staff

Self-employment
https://intranet.birmingham.ac.uk/finance/procurement/New-Supplier.aspx

Resource need anticipated but quantum of need unknown
E.g. Until module choices are made teaching needs are unclear

Employment
https://intranet.birmingham.ac.uk/hr/in dex.aspx

Increase of hours for existing staff
https://intranet.birmingham.ac.uk/hr/affiliate-agency-workers.aspx