Methods of arranging for work to be undertaken at the University of Birmingham

**Resource need identified and quantified**

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

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

---

**Is the work suitable to be done a self-employed basis?**
See self-employed flow chart for more guidance

**Is the work at band 100 to band 500 and suitable for UoB student to undertake?**

**Will the work last for less than 13 weeks?**

**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

---

**Employment**
This includes permanent and Fixed Term Contracts and is subject to normal recruitment and approval processes

**Increase of hours for existing staff**
Advice is available from your local HR Team on how best to manage this

**Fees Payroll**
Casual work opportunities are offered and managed electronically through Eploy software

**Pertemps**
The University has a master vendor arrangement with the recruitment agency, Pertemps, for the supply of temporary agency workers.

---

**Self-employment**
N.B. HMRC have ruled that External Examiners engaged to examine Masters Degrees and Doctorate are self-employed

**Worklink**
This service is operated by HAS
0121 414 5000

---

Infrequent, ad-hoc, Casual Work