**WORK ENGAGEMENT PROCESS**

**Provision of Services/Self-employed**

Does the work constitute a service being provided to the University by a supplier (either a genuinely self employed individual or limited company) with payment made following receipt of an invoice?

- Yes → Go through Procurement
- No → Is the overall value of the work above £25,000?
  - Yes → Are the services for examining masters’degrees or doctorates?
    - No → No
    - Yes → Is the payment for the delivery of a one off public lecture that anyone can attend? (Must be one off and the individual must not be a full time employee).
      - Yes → Yes
      - No → No
  - No → Is the individual filling a staff vacancy?
    - Yes → Yes
    - No → Back to Engagement of work flow chart

1. Are the fee arrangements based on an hourly, daily or weekly rate?
2. Does the individual have regular use of a desk or office space on the University site?
3. Does the individual have a dedicated UoB phone or a ‘bham.ac.uk’ email address?
4. Are the hours of work determined by or prescribed by the University?
5. Does the University prescribe the program of work required to fulfil the contract?
6. Is the individual or individual’s employer or company forbidden from sending a substitute person to do the work instead of the individual identified without University permission?
7. Does the University provide the individual/ company with the necessary equipment or consumables?
8. Does the individual or company provide it services only to the University and/ or require permission to work for other companies?
9. Does the work require insurance cover by the University (as opposed to it being covered by the individual or company’s own insurance) see [insert weblink for info on University insurance requirement]?  
   - Have you answered Yes to more than four of the above questions?

- Yes → Once evidence of appropriate insurance cover is provided create requisition & purchase order to make a payment against a single invoice through Accounts payable and no deduction of Tax and National Insurance will be made. If no insurance cover – please refer to Finance department.
- No → No