Visiting Instructors, Lecturers, Speakers, and Teachers Employment Decision Tree

Does the individual have a University Chancellors Masters and Scholars contract? i.e. are they on the Main Payroll?

Yes

Process any fees through their payroll record and submit any claims for expenses to the Payments Team.

No

Are they teaching or instructing on an examined or accredited course?

Yes

Report details of fees and expenses on a Casual Payment Form and send to the payroll office. Fees will be paid through the casual payroll and tax and NI may be deducted.

No

Do they deliver from material supplied by a department?

Yes

Do not deduct tax or NI. Submit a payment request form or personal invoice to the Payments Team for payment.

No

Do they use University equipment, hand-outs, textbooks etc.?

Yes

No

Note: this decision tree is provided for guidance only to allow anyone engaging the services of a speaker or lecturer etc. to give an indication of how their fees and expenses are likely to be treated. The final decision concerning employment status will always rest with the Payroll Manager.