

University of Bradford

Employment Status Questionnaire

(Must be completed and returned with each Invoice)



Department .....

Contact Name .....

Phone Number .....

Full Name of Supplier (e.g. John Smith Consultancy or Steve Jones

Services Limited, Company Number (0123456)

.....

1 Describe the nature of the services to be provided as fully as possible		
2 What is the duration of the assignment?		
3 What is the overall contract value? <b>(Please ensure you've gone through the correct procurement process)</b>		
4 Who prescribes the program of work required to fulfill the contract University or Supplier?		
	<b>Yes</b>	<b>No</b>
5 Are the services for lecturing, Teaching or Examining?	Go to Q6	Go Straight to Q8
6 Is the invoice for the delivery of a one off public lecture that anyone can attend? (Must be one off and the individual musn't be an employee)	Pay this single invoice through Accounts Payable. Complete a new questionnaire for any further work	Go to Q7
7 Has the supplier provided, or do you anticipate them providing lecturing services on more than 3 days over a rolling 3 month	Pay through Payroll <b>(Don't complete any further questions)</b>	Pay this single invoice through Accounts Payable. <b>(Supplier responsible for own Tax and NI)</b> Complete a new questionnaire for any further work
8 Is this supplier filling a temporary staff vacancy	Pay through Payroll	Go to quesitons 9 to 17

Supplier/Claimants

Signature ..... Date: .....

Dept Reviewee's

Signature ..... Date: .....

**NB: Please attach to the Request for Payment**

	Yes	No
9 Is the supplier a former University employee? (For Information Only)		
10 Are the fee arrangements based on an hourly, daily or weekly rate?	<b>Indicates employment</b>	Indicates self-employment
11 Does the supplier have regular use of a desk or office space on the University site?	<b>Indicates employment</b>	Indicates self-employment
12 Does the supplier have a dedicated Bradford University phone line and/or a 'bradford.ac.uk' email address	<b>Indicates employment</b>	Indicates self-employment
13 Are the suppliers hours of work determined by or prescribed by the University Department?	<b>Indicates employment</b>	Indicates self-employment
14 Does the University Department prescribe the program of work required to fulfill the contract?	<b>Indicates employment</b>	Indicates self-employment
15 Does the supplier reserve the right to send a substitute and would the University be happy to receive such a substitute?	Indicates self-employment	<b>Indicates employment</b>
16 Does the supplier provide their own equipment or consumables?	Indicates self-employment	<b>Indicates employment</b>
17 Does the supplier provide services to more than 2 other customers?	Indicates self-employment	<b>Indicates employment</b>
18 Does the supplier have appropriate insurance cover?	Essential if self employment	

**Determination:**

**Employed**

**Self Employed**

**Note 1:** If 6 or more results from Q10 - 18 show 'Indicates Employment' then pay through Payroll (so tax is deducted) or ask the supplier to set up a Limited Company. Only invoices from this company will be paid in the future

**Note 2:** If 6 or more results from Q10 - 18 show 'Indicates self-employment' AND the supplier has appropriate insurance cover in place, then invoice can be paid through Accounts Payable. No Tax or NI will be deducted as the responsibility to pay this to the Inland Revenue will fall with the supplier.

In all other situations, refer to Sue Clayton [S.Clayton3@bradford.ac.uk](mailto:S.Clayton3@bradford.ac.uk) or Mike Robertshaw [M.robertshaw8@bradford.ac.uk](mailto:M.robertshaw8@bradford.ac.uk)