

# MAH – “How Do I Pay this Person?”

## Nature of Work

## Payment Route

### Casual Worker

For example

- Academic Skills Advisor
- Research Assistant
- Student Ambassador
- Student Helper
- Student Stores Assistant
- Sussex Writes Tutor

#### Casual via Reed

Grade between 2 and 3 for majority of student posts, more for specialist and Research Assistant posts. If the post is more than 3 months in length or 0.2FTE it must be engaged via a fixed term contract with HR instead of through Reed

### External Supervisor of PhD

Providing set number of hours of supervisory support to a PhD student for one of two reasons:

- Continuity (where an internal supervisor has left the UoS)
- Access to specialist expertise or practitioner guidance

#### Casual via Reed

Pay grade agreed by Research Student Administration Office  
Paid per academic year, broken into two payments

### Guest Speaker/ Workshop Facilitator

Single appearance at an isolated event: conference/lecture/special event

Engaged for specific knowledge or expertise

#### Invoice

Guest Speaker: usually £200 + up to £75 expenses, can differ depending on budget code used

Workshop Facilitator: fee negotiated

### Fellowship

Awarded a lump sum payment to support them to be able to take up the fellowship. There are often agreed activities that they take part in

There will be a contract

E.g. The Stuart Hall Associate Fellowship

#### Stipend

Individually agreed amount, as per the agreed contract/terms of the fellowship

### Specialist Services

Work that doesn't fall within the remit of current staff or needing expertise in a certain area

For example:

- BSL Interpreters
- Music Tutors
- Consultancy
- Actor/performer/editor

#### Invoice

Individually negotiated amount based on standard industry payment and skills

### Study Participant

Individual receiving a fee for taking part in a research study. Often seen as a token or gesture

Expenses may also be covered.

#### Honorarium or Expenses

Individually agreed amount, as per the agreed research project terms

# Payment Routes Explained

If you are ever in doubt with what payment route to use, please contact the Reception Team and they will be able to help you.

- Office: ARTS A7
- Phone: 01273 678001
- Email: [media-arts-humanities@sussex.ac.uk](mailto:media-arts-humanities@sussex.ac.uk)

It's vital that you provide us with the information needed for payments as soon as possible and before any work takes place or payment method is agreed.

Work must not commence until the right processes have been followed.

## Paying a Casual Worker (Employed Working Engagement)

To be considered casual, an engagement must be:

- Under 3 months
- **OR** less than 0.2 FTE (irrespective of contract length)
- Based in the UK, being paid into a UK bank account (if not this may need to be paid by invoice instead)

If the engagement does not meet these requirements, please contact our assistant [HR Business Partner](#) for advice - a fixed term contract may be needed.

Casual workers are paid at the University rates of pay: [link to hourly rates, including on-costs](#). To calculate the **total cost** to your budget you will need to **add 30%** to the basic hourly rate to cover on-costs if it's being paid from an internal budget code; if it's being funded by an external grant (G-code) you will need to **add 50%** in order to get the total cost to the budget.

### Via Reed

1. Supervisor/PI emails the [Reception Team](#) with:
  - a. Job title and job description
  - b. Pay grade
  - c. Start and end dates
  - d. Days/hours per week
  - e. Name and email of the worker  
**OR** Reed can recruit someone
  - f. Budget code
2. Reception team sets up job on Reed
3. Worker is asked to sign-up to Reed
4. Reed conduct the on-boarding
5. Weekly timesheets are submitted by worker on Reed XMS portal for supervisor to approve

[Link to further information and guidance on Reed including step-by step guide for XMS portal](#)

### Via Payroll

Casual workers can only go through payroll if they are an existing Sussex staff member completing additional work not part of their substantive post.

1. [Link to claim form](#), to be completed by worker and supervisor and emailed to budget holder
2. Budget holder authorises and submits to [payroll.casual@sussex.ac.uk](mailto:payroll.casual@sussex.ac.uk) by end of month cut-off date (see [Payroll cut off dates](#))
3. Worker is paid in monthly payroll

# Payment Routes Explained

## Paying by Invoice (Self-Employed Working Engagement)

- Used for companies, freelancers, self-employed and sole-traders
- A person isn't required to have a registered company to issue an invoice or even be set-up as self-employed
- If the service-provider in question is not a registered supplier an IR35 check needs to be conducted, before the work starts, for anyone who is considered a UK resident for tax purposes - [link to IR35 policies and guidance](#).

### Credit Card

For larger companies and time sensitive payments, and where the company in question can accept card payments:

1. Contact [Reception Team](#) with the details of the work and worker
2. An IR35 will be conducted if deemed necessary – input will be needed from the supervisor
3. Pass invoice to Reception Team who will use their card to pay either by phone or online
4. Copy of receipt kept

### Finance System

1. Contact [Reception Team](#) with the details of the work and worker
2. An IR35 will be conducted if deemed necessary – input will be needed from the Hiring Manager/Project Lead
3. If regular future payments are expected, worker may be set up as a supplier
4. PO or 'one-off' (Light Touch) PO raised
5. PO sent to supplier, asking them to include the number on their invoice and submit to [invoices@sussex.ac.uk](mailto:invoices@sussex.ac.uk)
6. Worker is paid 28 days from receipt of invoice, but can be quicker

## Non-Work Engagements: volunteer participant payments, student prizes and fellowship

**stipends.** This is only for engagements that would not be considered work, and are not taxable, so wouldn't be appropriate to pay in any other way. Please seek advice from the Reception Team as to the most appropriate payment route.

### 'Bulk Payment Form'

1. Contact the [Reception Team](#) with the details of the payment needed
2. Permission will be sought from finance that we can make the payment in this way
3. The individual receiving the money will be asked for their bank details
4. The bulk payment form will be completed and emailed to Finance
5. The individual will receive their payment promptly, often within a week

## Paying Expenses

Please see the [Purchasing Policy](#), specifically appendix 3, 4 and 5, for what is considered appropriate use of University funds.

### Casual Worker

If engaged through Reed, they can claim as part of their weekly timesheet

If engaged through University's payroll, they can include on the claim form

### Visitor/Self-employed Worker

If only expenses:

1. [Link to expense form](#) for visitor to complete
2. Visitor sends form and receipts to Reception Team
3. Team processes for payment

If being paid fee by invoice, they can include expenses on their invoice.

### UoS Staff Member

Submit expense claim through [UNIT 4](#) making sure to attach receipt/s

[Link to further information and guidance on UNIT 4 expenses](#)