



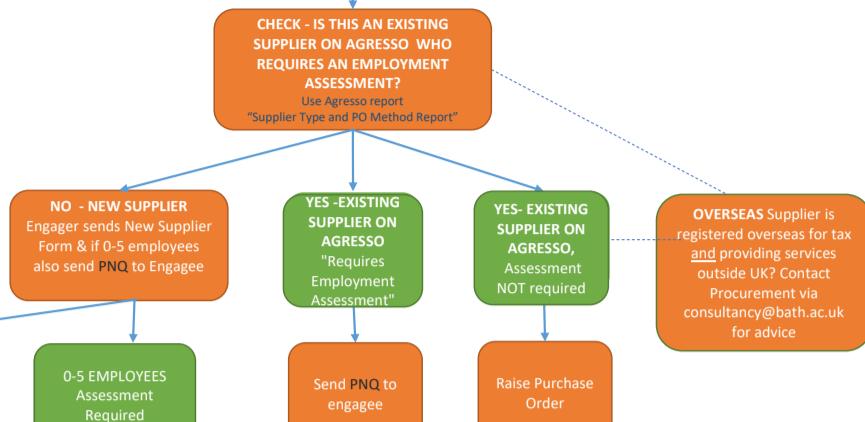
BEFORE PROCURING A SERVICE/ENGAGING AN INDIVIDUAL

(updated 23/07/21)

ABBREVIATIONS
 VHTF = Variable Hours Teaching Fellow
 PNQ = Pre-NESA Questionnaire
 NESEC = Non-Employment Short-term Engagement Contract
 ESS = HRMC Employment Status Service

Step 1

Steps required to determine if an ESS Assessment is necessary



WILL A TEAM OF PEOPLE BE PROVIDING THE

NO - AN INDIVIDUAL WILL PROVIDE SERVICES (Employment assessment required)
 Visit HR NESA web page to check for a Common Role Assessment. If none match the engagement use the HMRC CEST tool to complete the employment assessment

YES - PNQ INDICATES A TEAM WILL PROVIDE THE SERVICES
 Email PNQ to Procurement for advice (vendor.info@bath.ac.uk)

Step 2

Use the NESA webpage and Webapp and confirm the HMRC assessment determination

NESA WEBAPP
 Input details of engagement , upload the PNQ, select Common role or attach HMRC assessment /select HMRC determination

NESA WEBAPP
 Press 'SUBMIT' and follow process below based on HMRC determination

SELF EMPLOYED (Contractor)

LTD COMPANY/PARTNERSHIP
 IR35 Intermediaries legislation **DOESN'T** apply to this engagement

LTD COMPANY/PARTNERSHIP
 IR35 Intermediaries legislation **DOES** apply to this engagement

EMPLOYED (Worker)

STATUS CANNOT BE DETERMINED

NESEC FORM
 If value of engagement is <£750 & contractor cannot provide an invoice, you can select 'NESEC', otherwise select 'Contract for Services'

CONTRACT FOR SERVICES (Self employed)
 If supplier can provide an invoice or if value of engagement is >£750

'NON-IR35' CONTRACT FOR SERVICES
 Ltd Company/Partnership

IR35 APPLIES CONTRACT FOR SERVICES
 Ltd Company/Partnership

HOURLY PAID/ VRTF PROCESS
 HR Ops advises Engager

Workflowed to HR Ops to provide advice to Engager

SDS EMAIL - Status Determination Statement sent automatically from Webapp to Engagee

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SDS EMAIL - Status Determination Statement sent automatically from Webapp to Engagee - asks Engagee to email info for iTrent to HR Operations

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Self Employed or Contract for Services - use Schedule of Consultancy if required to specify more detail than PO allows

CONFIRMATION EMAIL sent from Webapp to Coordinator (person using the Webapp), includes assessment details and link to guidance on action

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PURCHASE ORDER ('IR35 Contract for Services') - raised by department

PURCHASE ORDER - raised

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ENGAGEE EMAILS INFO TO HR

HR SET =UP ON iTRENT (to enable Tax/NI deductions)

Step 3

Engaging the individual in the appropriate way