

	<b>Payment Guidance - Research creative and project input</b>	
Description	<p>Creative input</p> <ul style="list-style-type: none"> <li>- Refers to individuals whose creative output assists the conduct of the research but which is not itself analysed.</li> </ul> <p>Project input</p> <ul style="list-style-type: none"> <li>- Refers to individuals whose professional skills (or unskilled efforts) assist the conduct of the research but which is not itself analysed.</li> </ul>	
Examples	<p>Creative input: A vocal recording is made of an individual singing. This recording is played back to experimental subjects whose responses are then analysed (Freelance singer). Also written contribution to anthologies</p> <p>Project input: The translation of subject interviews. The content of the interview would be analysed rather than the technique or quality of the translation (Translator). Also interpreters, specimen collection, in country guides/drivers, graphic designers</p>	
Volunteer / worker status	<p>All individuals are required to <a href="#">undertake an Employment Status</a> check prior to activity to determine classification/status</p> <p>Classed as self employed OR a worker.</p>	
How to pay	<p><b><u>SELF EMPLOYED</u></b></p> <p>Steps: Individual needs to be set up as a supplier in YEP 2</p> <p>Raise a PO in Agresso for activity at agreed rate (Product code is 1R2A01 for raising POs to self employed individuals - linked to account code 2382)</p> <p>Supplier should invoice the University quoting PO number - send invoice direct to <a href="mailto:accounts-payable@york.ac.uk">accounts-payable@york.ac.uk</a> Payment made to supplier once service has been</p>	<p><b><u>WORKER</u></b></p> <p>Individuals will need to be paid as casual workers. Details on the process can be <a href="#">found on the HR pages</a>.</p> <p>Casual workers are paid by payroll via BACS - payments are made on the last working day of each month.</p>

	received in Agresso - payment by BACS on weekly payment run each Friday.  The University does not make any payments by cheque	
Does the Department need to keep a record of these payments for audit / HMRC purposes	<b><u>SELF EMPLOYED</u></b> No - payment details will be recorded in Agresso against the relevant account code (2382) and workorder	<b><u>WORKER</u></b> No - payment details will be recorded in Resourcelink (and Agresso)
Queries to:	<p>Queries relating to which categories individuals should fall into should be emailed to <a href="mailto:rspo@york.ac.uk">rspo@york.ac.uk</a>.</p> <p>Queries relating to how to pay individuals should be emailed to <a href="mailto:accounts-payable@york.ac.uk">accounts-payable@york.ac.uk</a></p> <p>Queries relating to the casual worker process and Dashboard should be emailed to <a href="mailto:hr-enquiries@york.ac.uk">hr-enquiries@york.ac.uk</a></p> <p>Queries relating to the Employment Status checks should be emailed to <a href="mailto:employment-status@york.ac.uk">employment-status@york.ac.uk</a></p>	

**Key things to note:**

- Staff are not allowed to set up or operate any bank accounts, in line with section 7.3 of the Financial Regulations which states “ No other employee shall under any circumstances open or operate a bank account (including PayPal or similar electronic money accounts) in the name of the University or of an entity holding itself out to be part of the University”