

People Profiles Matrix

Employment Status	Category	Details	Contract type	Duration	Grade/Rate of Pay	Pay Group	FTE	Core Post type	Appointment creation	pre-employment checks apply?	Core Employee Status	Core Employee Sub Status	Job title in Core	Entitled to increments?	Counts towards continuous service?	Eligible for Employee Self-service?
Employee	Fixed hours employee (Including Apprentices)	Full employee with CMS contract of employment, with a standard working pattern	Standard CMS contract	Any length but usually more than 12 weeks	Standard University grade and point as applicable	Paygroup = 20 Paygroup = 21 (senior grades) Automatic via payroll	Fixed (see sub status)	Individual post (numeric post number)	Via Core Staff Request (QRG RQ1)	Yes	Permanent/ Fixed term/ Open ended/ Self financing	Full time/ Part time/ Full time Term-time only/ Part time Term-time only	Generic job title specific to the role	If 3 months service at incremental date	Yes	Yes
	Variable hours employee	Full employee with CMS contract of employment, with a variable working pattern	Zero hours CMS contract	Any length but usually more than 12 weeks	Standard University grade and point as applicable	Paygroup = 20 Paygroup = 21 (senior grades) Automatic via payroll	Variable	Individual post (numeric post number)	Via Core Staff Request (QRG RQ1)	Yes	Permanent/ Fixed term/ Open ended/ Self financing	Variable Hours	Generic job title specific to the role	If 3 months service at incremental date	Yes	Yes
	Marie Curie Fellow/Marie Curie Researcher	Full employee with varied CMS contract of employment	Standard CMS contract with additional clauses for Marie Curie Fellow/Researcher (non-Core)	Usually between 3 and 36 months	MCF or MCR as applicable	Paygroup = 20 (MCR) Paygroup = 21 (MCF) Automatic via payroll	Fixed (see sub status)	Individual post (numeric post number)	Via Core Staff Request (QRG PA2b)	Yes	Fixed-term	Full time/ Part time/ Full time Term-time only/ Part time Term-time only	Marie Curie Fellow or Marie Curie Researcher	No	Yes	Yes
Worker	Casual worker	Casual arrangement, no mutuality of obligation, statutory benefits	Letter of engagement	Up to 12 weeks	Grade = X99 Hourly rate aligned to appropriate University grade and point	Paygroup = 20 Paid in response to spreadsheet	0	CASUAL bucket	Create appointment in Core (QRG PA11)	Yes	Worker	Atypical	CASUAL WORKER	No	No	No
	Casual teaching	Casual arrangement, no mutuality of obligation, statutory benefits. Applies specifically to teaching and related activity (inc demonstrating, examining etc).	Casual teaching contract for services	Up to 1 year	Grade = X99 Hourly rate aligned to appropriate University grade and point	Paygroup = 20 Paid in response to spreadsheet	0	CASTCH bucket	Create appointment in Core (QRG PA11)	Yes	Worker	Atypical	CASUAL TEACHING	No	No	No
	Casual examiner	Casual arrangement, no mutuality of obligation, statutory benefits. Applies specifically to Examining and Assessing activity for Undergraduate degrees. Examining and Assessing activity for Postgraduate degrees is regarded as self-employment i.e. as a Non-employee paid via accounts payable.	Letter of engagement	Up to 4 years per appointment, can be re-appointed for second term	Grade = X99 Pay rate set out in fee schedule	Paygroup = 20 Paid in response to Examiner Appointments and Payments spreadsheet	0	CASEXM bucket	Create appointment in Core (QRG PA11)	Yes	Worker	Atypical	CASUAL EXAMINER	No	No	No
	Temporary Staffing Service	Temporary engagement, no mutuality of obligation, mainly statutory benefits, excluding holiday and University Card benefits	Contract for services	Never more than 18 months without a break in service, assignments extended in up to 12 week blocks, to a max of 36 weeks in any one assignment	Grade = X99 Hourly rate aligned to appropriate University grade and point	Paygroup = 20 Paid in response to Temporary Staffing Service timesheet	Variable	223690 233890 237994 Temporary Staffing Service Worker buckets	Via Temporary Staffing Service	Yes (via Temporary Staffing Service)	Worker	Atypical	Temporary Staffing Service Worker	No	No	No
Non-employee	Agency	Engaged via an agency for less than 12 weeks	n/a	Up to 12 wks	Grade = N99 Details of pay not held in system	Paygroup = 99 Paid by agency	Variable	AGENCY bucket	Create appointment in Core (QRG PA2h)	Y (via agency)	Non-employee	Non-employee	NON-EMP AGENCY WORKER	No	No	No
	Agency > 12 wks	Engaged via an agency for more than 12 weeks, certain entitlements apply.	n/a	Any length, after 12 weeks	Record standard University grade and point as applicable	Paygroup = 99 Paid by agency	Variable	AGENCY bucket	Create appointment in Core (QRG PA2h)	Y (via agency)	Non-employee	Non-employee	NON-EMP AGENCY WORKER	Y - refer to Personnel Services for guidance	No	No
	Non-employee (excluding PSC's)	1. Payment for Consultants, contractors, etc who submit invoices for payment for services provided for the University's departments or its subsidiaries where the engager can certify, as evidenced from HMRC's Employment Service Status (ESS) tool, that they are not liable for Pay As You Earn (PAYE) tax and National Insurance. 2. Visitor where the department want to track them in Core (except where HMRC have said subsistence payments have to have tax deducted).	n/a	Any length	Grade = N99 Not paid	Paygroup = 99 Not paid	0	NONEMP bucket	Create appointment in Core (QRG PA2h)	Y (check with Work Permits desk)	Non-employee	Non-employee	NON-EMP xxxx as required	No	No	No
	Personal Service Companies	Payment for services provided for the University's departments or its subsidiaries where the engager has established, via HMRC's Employment Service Status (ESS) tool, that they are liable for Pay As You Earn (PAYE) tax and National Insurance.	Contract for services	Any length	PSC	Paygroup = 20 (Paid on invoice)	0	PSCPAY bucket	Create appointment in CoreHR (QRG Pa2r)	No	Non-employee	Payroll Services	PSC xxxx as required	No	No	No
	Marie Curie Student	Individual in receipt of a Marie Curie studentship	Marie Curie Student contract (from Research Services)	Any length (usually only 2 or 3 years)	Grade = MCS Pay dictated by EC	Paygroup = 20 Automatic payment via payroll	Fixed (see sub status)	Individual post (numeric post number)	Off system request to HRIS Support Centre	Yes	Non-employee	Payroll Services	MARIE CURIE STUDENT	No	Yes	No
	Nuffield Medical Fellow	Individual receipt of a Nuffield Medical Fellowship	Nuffield Medical Fellow contract (issued by MSD office)	Any length (usually only 2 or 3 years)	Grade = NMF Spot salary	Paygroup = 21 Automatic payment via payroll	Fixed (see sub status)	Individual post (numeric post number)	Off system request to HRIS Support Centre	Yes	Non-employee	Payroll Services	NUFFIELD MEDICAL FELLOW	No	No	No
RAE/REF	Individual set up centrally for RAE/REF purposes	n/a	Any length	Grade = N99 Not paid	Paygroup = 99 Not paid	0	REF13 bucket	n/a	No	Non-employee	Non-employee	NON-EMP xxxx as required	No	No	No	

Note: This matrix describes all currently agreed people categories.