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Payments Procedure

The following guidelines have been produced to ensure that payments made to individuals for work are processed in accordance with HMRC regulations, RVC procedures, Rights to Work and other UK legislation. Please ensure you read these guidelines, along with those available on the HR and Finance Intranet sites and, if necessary, seek advice from HR Operations and/or Finance team before engaging a new worker.

Any work involving Teaching and Lecturing, as core RVC business, must be paid via the Payroll.

- Right to Work checks and Visa requirements see HR Operations intranet site
 - Health & Safety and Insurance
 - Employment Contracts and Terms & Conditions of Service
 - Social Security (National Insurance)
 - Income Tax (Pay As You Earn)
 - Local Taxes / State Taxes
 - Pension / Superannuation
 - Pay Legislation in Overseas Territory (eg Redundancy/Equal Pay Rights)
 - Payments to Overseas bank accounts
 - Compliance with UK legislation (eg Criminal Finances Act 2017)
 - Specialist Advice Costs involved in Overseas engagements of staff
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- Guidance on Overseas Workers and processes is available on both the HR Operations and Finance intranet sites.
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- Further guidance must be obtained from both HR and Finance before any commitment is made to engage any individual to work overseas and any agreement regarding payments.
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authorisations to be performed. If you wish to explore this option, please contact the Payroll Team who will provide a suitable template and further guidance.

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