

UPS User Document Checklist

	Light Touch Self Employed	Workers	Student Grant/Bursary
Payment Form	UPS1	UPS2	UPS3
Right To Work	Not Required with the exception of: <i>Where the University has invited a visitor to come here for a visit under the permitted paid engagements route or the academic and business visitor routes, Departments/Institutions are required to undertake right to work checks regardless of whether they would be classified as self-employed or workers</i>	Required Prior to starting work	Not Required
Workers Agreement	Not Required	Required for each assignment	Not Required
Workers Terms and Conditions	Not Required	Required with first assignment	Not Required
Tax Form	Not required	Required with first payment or if individual has been issued with a P45	Not required