

Employment Status Advice

It's the employer's responsibility to correctly determine the employment status of workers engaged - that is, whether they're employed by you or self-employed. This depends on the terms and conditions of your working relationship with each worker.

Schools should:

Record the outcome of the HMRC's Employment Status Indicator

Go to <http://www.hmrc.gov.uk/calcs/esi.htm> and use the calculator. Note the reference number generated at the start of the test in case the HMRC site crashes. If you have the ESI reference you will then be able to go back into the test rather than having to start again

Retain a file containing a copy of the ESI outcome report to be available for review by HMRC, Internal Audit, and Hackney Education