1. Cognos: Server Improvements - Tuesday 28th March

Server improvements are being undertaken by our UIS colleagues and require an extended vulnerable period in order to complete.

As a result Cognos will not be available to users from 7am until 12 noon on the morning of Tuesday 28th March.

We have chosen this date to prevent any impact on month end reporting.

We apologise for any inconvenience that this may cause and thank you for your patience while these improvements are made.

Please address any queries to the FSG Helpdesk

Issued by Hazel Pettit – Finance Reporting Manager

2. Changes to the CUFS Online Supplier Form relating to Off Payroll Workers

As previously notified, from 6th April 2017 new tax legislation is introduced that will apply to payments made to limited companies and partnerships largely controlled by a single individual where they provide services to the University, or Agencies providing such resource to the University.

Currently the Individual or Agency is responsible for determining whether PAYE and National Insurance are due. From 6th April 2017, under the new IR35 legislation, the responsibility to determine tax status of such individuals will transfer to the University.

If the individual providing the services meets the new HMRC criteria – these will be known by the University as “Off Payroll Workers”. The University is obliged to identify such suppliers and deduct PAYE and National Insurance from invoiced payments, or require the Agency providing them to do so.

Detailed guidance notes and the new FD3 form can be found here. Where a supplier appears to fall under the criteria identified, an updated FD3 form must be submitted before an order is placed with the supplier to enable the Finance Division to confirm the tax status and invoke correct deductions where appropriate.

Online Supplier Form Change

To support the change, additional criteria has been added to the Online Supplier form where business/individual as supplier type is selected, whether an amendment or new set up is required. The attached document provides screenshots of the changes made. Relevant training material will be updated in due course.

If you have any queries about this communication, please contact FSG.system.support@admin.cam.ac.uk

Issued by Jo Hall - Head of Financial Systems

3. Off Payroll Workers – progress with FD3 review

Following on from item 2 above I would like to update you on the exercise to review existing suppliers to assess if they are Off Payroll Workers. Where Departments used suppliers that on initial review looked to be Off Payroll Workers, they were advised and asked to submit and FD3 form to prompt formal assessment by the Finance Division Tax Team. This process is ongoing and emails advising on the outcome will be issued by the third party company supporting this process. The emails will advise on next steps if a supplier has been deemed to be an Off Payroll Worker.

At present only 3 suppliers (of the original thousands reviewed) have been deemed to be Off Payroll Workers (OPW). Approximately a further 50 suppliers are potentially OPW and require further details from Departments to finalise the assessment. These queries will be addressed this week to provide a final assessment on or before 6th April.

Further communication on the cutover process for the new HMRC legislation coming into force on 6th April will be issued later this
Detailed guidance notes and the new FD3 form can be found [here](#).

If you have any queries about this communication, or you are currently negotiating or have already agreed a new contract with an individual where they provide services to the University (or Agencies providing such resource to the University) and need help or guidance on whether they meet the terms of the new tax legislation please contact the Taxation team on: selfemploymentstatus@admin.cam.ac.uk.

Issued by Jo Hall - Head of Financial Systems (on behalf of the Off Payroll Worker Working Group)

### 4. Procurement Services Exhibition

The Procurement Services Exhibition is being held this week on Wednesday 29th March 2017 at The University Centre, Granta Place, between 10:00am and 2:30pm. All University Staff are invited to attend.

Issued by Carol Gardner - Procurement Assistant

### 5. Monthly Accounting Timetable

To view the [status of the monthly process](#) including the month end close dates please use the following link: [Accounting Timetable](#)

[Bulletin Archive](#)