

GP Tutor Payment Set-up and Processing

Thank you for agreeing to be involved in teaching and/or tutoring with the UCL Research Department of Primary Care and Population Health. This document will give you an outline of our payment set-up and processing.

1. Payment to the General Practice

Where possible, GP tutors are paid to their practice. This is the most efficient and fastest payment method.

New Practice

If your practice is new to teaching with us, we will need to set the GP Practice as a UCL supplier on the UCL finance system before remuneration for teaching can begin.

To do this, please email our Finance Administrator, Rosemary Koper pcphmededfinance@ucl.ac.uk, your practice bank details on practice letterhead paper, and complete and return the 'New Supplier Set-up Form', which is available on our website in '[Important documents and forms](#)' section at the bottom of the page.

Once set up, payments will be made directly to the practice bank account using BACS (Bankers' Automated Clearing Services) transfer according to the payment process below.

Existing teaching practice

If the practice is not new to teaching with UCL, then no set-up is required, and the payment process below will be followed.

The payment process after set-up

Our Finance Administrator will raise an invoice for your teaching at the end of a placement or teaching term. You need to check, sign and return the invoice(s) via email pcphmededfinance@ucl.ac.uk for UCL to process the payment(s) in accordance with the UCL Financial Regulations.

IMPORTANT: Please ensure that the invoice is signed and returned as soon as possible, as not returning the invoice will delay your payment.

2. Payment (made to an individual) via UCL Unitemps

Alternatively, your payment can be processed via Unitemps, following the process below

1. We will raise a temporary contract for you with Unitemps
2. You will receive an email from Unitemps about creating an online account
3. You will need to visit the main Unitemps office (Lewis' building, 136 Gower Street, London WC1E 6BP) to have your passport and right to work documentation scanned
4. You will then need to view and accept the job online via your online account before the contract start date.

After completing teaching/tutoring, you will need to submit a timesheet by 25th date of each month, and you will be paid by the end of the following month. To view Unitemps cut off and payment dates, please [follow this link](#).

Note for **Self-Employed Suppliers**:

GPs who are self-employed and wish to be paid directly will need to complete the 'New Supplier Set-Up Form' mentioned above, provide bank details on headed paper and complete the 'Self-Employment Application Form'. All three documents should be sent to pcphmededfinance@ucl.ac.uk.

Useful contacts

Rosemary Koper, Finance Administrator pcphmededfinance@ucl.ac.uk

Placement administration team pcphmeded@ucl.ac.uk