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 processes.

Campus-based teaching/tutoring
There are two options for payment for campus-based teaching/tutoring:

1) Unitemps
You will receive an email from Unitemps with guidance about creating an online account with Unitemps and visiting main Unitemps office located in Lewis’ building, 136 Gower Street, London WC1E 6BP to have your passport and right to work documentation scanned. You will then need to view and accept the job online via your account.

After completing teaching/tutoring, you will need to submit a time sheet by 25th date of each month, and you will be paid by the end of the following month.

2) Cheque
For one-off payments, another option would be payment to you by cheque (via invoice to UCL). This will require you to provide the Finance Administrator (Ayan Robleh, a.robleh@ucl.ac.uk) with your full name, address and contact information to be set up for payment. Once this is done, the payment process below will follow.

Please be aware that UCL does not pay tax on cheque payments, and therefore you will be liable for this.

Payment to the General Practice

New Practice
If you would like payment to be made to your Practice, and the Practice is new to teaching with us, we will need to set the GP Practice up for payment from UCL on the UCL finance system before remuneration for teaching can begin.

To do this, please email our Finance Administrator, Ayan Robleh (a.robleh@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, payment 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, no set-up is required, and the payment process below will be followed.
The payment process (after set-up)
Before payment, 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 (to a.robleh@ucl.ac.uk) or post (Research Department of Primary Care & Population Health, University College London, Upper 3rd Floor, Royal Free Campus, Rowland Hill Street, London NW3 2PF) for UCL to process the payment(s) in accordance with the UCL Financial Regulations.

Please note that the payment will not be made until we receive a signed invoice back from you.

Useful contacts
Ayan Robleh, Finance Administrator a.robleh@ucl.ac.uk
Ione Karney, HR Officer i.karney@ucl.ac.uk
Placement administration team pcphmeded@ucl.ac.uk