



APPENDIX THREE STANDARD OPERATING PROCEDURE FOR PROCESSING EXTERNAL EXAMINER PAYMENTS

This SOP is intended to provide a breakdown for processing External Examiner payments. It is anticipated that this will support the Collaborations Staff to manage the procedure within the External Examiner Code of Practice. This SOP **must** be read in conjunction with the full procedure.

Any queries regarding this process please contact the Collaborations Staff

No*	Standard Operating Procedure for Processing External Examiner Payments	Responsible
1	Submit annual report to the CA alongside any expenses.	EE
2	Acknowledge the report, store and inform HC.	CA / CM
3	Inform EE you will process their payment and the date it should reach their bank account.	CA / CM
4	Calculate the EE payment based on the EE's schedule and expenses.	HC
5	Populate the payroll payment request form template with the EE's payment breakdown.	HC
6	Sign off Payroll payment request form.	CM / HC
7	Submit the payment request to payroll.	HC
8	Payroll process payment.	PR
9	Update EE tracker to log the payment processed and date requested.	HC
10	Store the payment request form in the EE's file.	HC

KEY: EE = External Examiner, CA = Collaborations Administrator, CM = Collaborations Manager, HC = Head of Collaborations, PR = Payroll