



# **Contractor Handbook Next Phase Recruitment**

# Welcome to Next Phase

Thank you for giving us permission to represent you in finding you a suitable contract assignment.

This handbook outlines everything you need to know regarding working as a contractor with Next Phase.

If you're looking for something specific and can't find it, please let us know. Our contracts team are always available to help.

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[contracts@nextphaserecruitment.com](mailto:contracts@nextphaserecruitment.com)  
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## Getting Started

Welcome to Next Phase. We are looking forward to working with you and finding you the perfect contract assignment. It is important to us that we provide our contractors with a great experience throughout their journey with Next Phase, and we aim to build a relationship with you that lasts many years, and for many assignments. This handbook should provide you with all the information you need to know but if you have any questions please do get in touch.

You will have received an email from your consultant to confirm that your CV has been sent over for review by our client and providing you with a link to our Work Seeker Registration Terms. In order for us to represent you to any of our clients, you must provide us with a copy of your right to work documentation and complete the **Opt-Out Agreement** as detailed in that email.

As you know we will always obtain your explicit permission before we submit your CV to any of our clients and will provide email confirmation to you of each submission made.

In order for us to find you assignments we will process and store your information, as detailed **here**. Should you wish us to stop storing your information at any time, you can email us on [contracts@nextphaserecruitment.com](mailto:contracts@nextphaserecruitment.com) at any time. However, if you do request this, we will be unable to continue looking for suitable assignments for you.

# Important points of contact

## Assignment

Your consultant will be your contact for:

- Confirming potential assignments
- CV submission
- Providing feedback
- Interview organisation & preparation
- Offer confirmation
- Rate queries
- Raising issues once on site

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## Contractor Registration & Onboarding

Sarah Seaford - will be your contact for:

- Welcome Email & confirmation of onboarding process
- Verification of Right to Work documents
- Issuing contract once offer confirmed
- Providing confirmation of compliant Umbrella companies
- Organising & management of security checks (where relevant)
- Organising equipment
- Queries during assignment
- Assignment extensions

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## Timesheet processing

Claire Hales – will be your contact for:

- Timesheet portal onboarding
- Weekly/monthly timesheet & expense processing
- Payment processing and queries
- Umbrella questions

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# Standard Contractor Journey with Next Phase

Your journey as a contractor with Next Phase will follow all or part of the following steps:

## Registration

- Email confirming your registration with Next Phase

## Assignment updates


- Call from consultant regarding potential assignment
  - Job description will be provided verbally
  - Qualification of role against your skills & ambitions
  - Confirmation if CV is being sent
  - Confirmation of timeframes for feedback
  - IR35 status of role and how you can expect to be paid – Umbrella or via own Limited company

## Post CV send

- Email confirmation that your CV has been sent to the client
- Regular updates on status of role; within timeframes agreed in initial call
- Call to confirm feedback from client
- Confirmation of interview request
- Call to prepare you for your interview
- Debrief following interview
- Possible 2<sup>nd</sup>/3<sup>rd</sup> interview stages
- Call from consultant or client to confirm offer; or provide feedback if no offer being made
- Where offer is made, we will verbally:
  - Confirm start date & pay rate
  - Provide you with the Umbrella ASL where relevant
  - Request all additional information required prior to start date
- Follow up email will be sent by consultant

## Post Offer

- Welcome email from our contracts team to confirm next steps:
  - Documents required from you
  - Book in a video call to verify your RTW document
  - Request you to confirm which Umbrella company you have signed up for

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- Regular communication from our contracts team to confirm progress of your onboarding
  - Confirmation that contracts have been issued and signed (new email to the process)
  - Welcome email with details of timesheet portal information
  - Net Promoter Score email
  - Request for testimonial following your experience

### **Aftercare**

- Regular calls and texts from your consultant to get updates on how your new assignment is going to
- Market insights regarding the sector you work in

## Important Documentation

There are various documents we will require you to complete or provide to us during your time as a contractor with us. The most important are listed below, with details of why we need them; however please note this list is not exhaustive and may be updated as legislation is updated or your assignment changes:

- Right To Work
  - confirmation of your right to work in the country in which you are providing your services
- Opt-Out Agreement
  - For all UK contractors we require this to be completed in order for us to represent you to our client
- Criminal Record Declaration Form
- Additional security checks (only where requested by our client)
  - Photo / scan of your passport
  - Proof of your eligibility to work in the UK
  - Proof of your home address (recent utility or council tax bill)
  - Proof of your national insurance number
  - Educational certificates required to show your qualifications relevant to this role
  - Contact details (ideally phone and e-mail) all referees that cover your last “3 or 7” years employment.
  - Your signed authorisation (attached) for your referees to provide us with a reference. We will attach this to each of the reference requests.
- Confirmation of Limited Company (where the role is outside IR35, and you have your own Limited Company set up)
  - Certificate of Incorporation
  - VAT Registration (if applicable)
  - Proof of business bank account (on headed paper/screenshot of bank statement)
  - Proof of professional indemnity cover (minimum £1M)

## **IR35**

You will no doubt have heard of IR35 or have an understanding of what it is but in case you haven't IR35 is a piece of tax legislation which looks to determine the status of contractor working in the UK

For all candidates working in the UK a status determination will need to be made and it will be confirmed to you when we initially discuss an assignment with you.

If a role is deemed Inside IR35 you will be required to sign up with an Umbrella company from our Approved Supplier List. If it is deemed Outside IR35 you can either work through your own Limited Company or sign up with an Umbrella company from our Approved Supplier List.

If you are working via your own Limited Company, this must be incorporated in the country you are providing your services in.

## **What is an Umbrella Company?**

As an agency we do not run an in-house contractor payroll. Instead, you are paid via an Umbrella Company, or your own Limited Company if the role is deemed to be outside IR35.

You will become an employee of the Umbrella company and they will send you a contract of employment. Next Phase have a separate contract directly with the Umbrella, which means your employment continues throughout assignments, irrespective of which agency you are working through.

When you are employed by an umbrella company, it means neither your client nor agency are paying the Employment Costs directly to HMRC. The rate we agree with you includes all costs – your basic pay, holiday pay and your umbrella employment costs.

Next Phase will send their payment for your hours worked directly to your chosen Umbrella. The umbrella company will then deduct your employment costs and a small margin, and you will be taxed on the remainder.



## Approved Umbrella Companies

We have an Approved Supplier list for Umbrella Companies that we can pay you through. This list was provided to you on your initial registration, when we sent your CV to our client and in your Welcome email once your offer was confirmed.

All companies on this list have passed vital compliance checks to ensure they adhere to UK legislation and understand their tax responsibilities.

Each company on the list has its own procedures and will provide you with a handbook or welcome document which should give you all the necessary information you need regarding timesheets, payments, expenses, deductions, sickness & holiday entitlement and their costs. They also have their own employee rewards/benefits schemes that you will be entitled to once you have signed up with them.

If you have any questions regarding their processes, we recommend you speak to them in the first instance and if you require additional assistance then come directly to our contracts team.

Danbro  
01253 603478  
[enquiries@danbro.co.uk](mailto:enquiries@danbro.co.uk)  
[www.danbro.co.uk](http://www.danbro.co.uk)

Giant  
0330 024 0946  
[info@giantgroup.com](mailto:info@giantgroup.com)  
[www.giantumbrella.com](http://www.giantumbrella.com)

Nasa  
01179 297683  
[sales@nasagroup.co.uk](mailto:sales@nasagroup.co.uk)  
[www.nasagroup.co.uk](http://www.nasagroup.co.uk)

Granite  
0208 036 3936  
[support@granite-bpo.com](mailto:support@granite-bpo.com)  
[www.granite-bpo.com](http://www.granite-bpo.com)

## **Pay Rate**

The pay rate you are quoted at the beginning of an assignment will be the rate that is paid directly to your Umbrella Company or Limited Company. Employment and umbrella costs will then be deducted from this rate before your personal taxes are calculated.

Your umbrella company will be able to provide you with a full breakdown of how all costs and taxes are calculated and shown on your payslip.

## **Expenses**

Where you are able to claim expenses during your assignment this will be confirmed to you during your initial call with our contracts team.

The process for making claims will also be confirmed at this point.

It is important that when you are claiming expenses, you must notify your umbrella company of the claim and provide them with the receipts. They will also require an expense form to be completed. When you register with the umbrella company, they will outline their expense claim policy.

## **Screening**

We are required to conduct background checks on all our candidates, and depending on the client your assignment is with, we may be required to do additional screening checks.

You will be notified of the screening levels required for your assignment in your Welcome email, post offer.

## **Equipment**

Depending on the client your assignment is with, you may be provided with a laptop, this will be confirmed to you at the point of offer and the process will be explained to you.

As you are a contractor there is no requirement for the client, Next Phase or your chosen Umbrella to provide you with any additional equipment.

## **Holiday**

You will be entitled to take holiday however these are not paid by the client. All annual leave will need to be pre-approved by your manager and then notified to Next Phase. Hours will need to be recorded as unpaid hours (or as specified by the client) on the timesheet portal.

Your pay rate that is processed by your umbrella company incorporates your holiday entitlement.

All queries on holiday pay will need to be directed to your umbrella company.

## **Sickness**

You may be entitled to statutory sick pay during your assignment, again this is not paid by the client, and you will need to clarify the regulations and process directly with your umbrella company.

If you are unable to attend work due to sickness you will need to notify your manager and Next Phase. Hours will need to be recorded as unpaid hours (or as specified by the client) on the timesheet portal.

## **Notice**

The notice period you are entitled to be given or need to give during your assignment will vary depending on the client we place you with and will be confirmed in the contract you sign with your Umbrella company.

## Timesheet portal

Where the client does not have their own timesheet portal, you will be provided with login details to register with our own timesheet portal. You will be required to record all the hours you work. Full instructions for the portal will be issued to you after your start date has been confirmed but if you ever need any assistance you can contact Claire Hales, our Finance Manager, by email [accounts@nextphaserecruitment.com](mailto:accounts@nextphaserecruitment.com) or phone +44 (0)1403 216216.