

EMPLOYING TEMPORARY WORKERS FAQs

What information do you need from me?

In order to match the right candidate to your role there is no such thing as 'too much information'. The more you can let us know the better, but at the very least we need to know:

- The type of work they would be required to do
- The location and hours of work
- Any experience, training, qualifications necessary to carry out the role
- Start date and likely duration
- Any risks to health or safety and the associated control measures in place
- Whether the candidate has worked for you prior to the date of commencement (for AWR purposes).

Timesheets

We will provide your temporary worker with a Timesheet. At the end of each week (or at the end of the assignment if less than a week) you will need to check the hours that have been logged and sign the timesheet when you are happy they have been calculated correctly. The Agency Worker will then send a copy to us for payroll purposes.

If there are any disputes over hours worked please contact us immediately. Failure to sign the timesheet does not absolve the obligation to pay the Charges in respect of the hours worked.

Charges

Charges are calculated according to the number of hours worked by the Agency Worker (to the nearest quarter hour) and comprise the following:

- the Agency Worker's hourly rate of pay;
 - an amount equal to any paid holiday leave to which the Agency Worker is entitled under the Working Time Regulations and, where applicable, the Agency Workers Regulations and which is accrued during the course of an Assignment;
 - any other amounts to which the Agency Worker is entitled under the Agency Workers Regulations, where applicable;
 - employer's National Insurance contributions;
 - any travel, hotel or other expenses as may have been agreed with the Hirer or, if there is no such agreement, such expenses as are reasonable; and
 - AP Ltd.'s commission
- Lunch and rest breaks will not be charged

Charges will be invoiced to you on a weekly basis and are payable within 7 days – interest will be charged on any amounts unpaid by the due date. VAT is payable on the entirety of the Charges.

Who pays the Agency Worker?

We do. Payment is made weekly in arrears and is subject to deductions in respect of NI contributions, Income Tax and any other deductions which we may be required by law to make. We are also responsible for payment of temporary workers holiday pay.

What happens if we want to offer a permanent role?

If you offer your temporary worker a permanent role, a transfer fee will be due. Fees are based on a scale depending on the gross annual salary. Alternatively, you may engage the temporary worker for a period of extended hire. A member of the team will be happy to talk you through the options available.