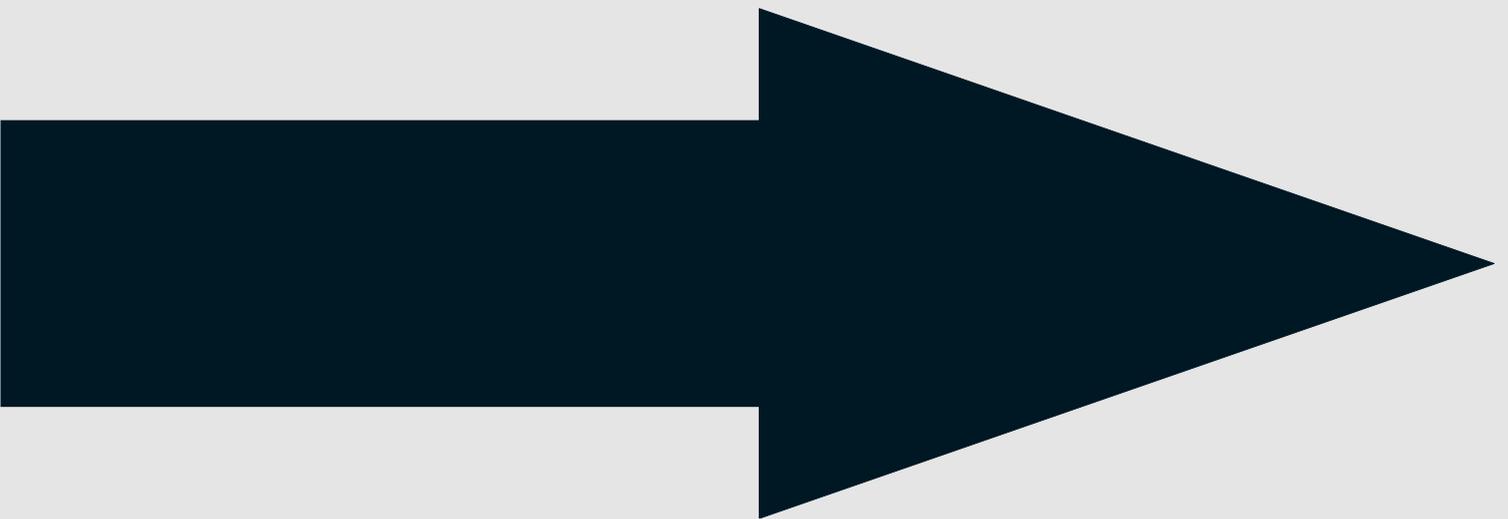


**CONTRACT  
SCOTLAND**

Building People Partnerships

# WHO DO WE ENGAGE WITH?

## Information For PAYE Candidates



# WHO DO WE ENGAGE WITH | PAYE

Candidates contracted on a PAYE basis are paid and taxed in the same way as regular employees. While having rights to all statutory benefits such as paid Annual Leave, Statutory Sick Pay and Statutory Maternity Pay, PAYE candidates are also protected by legislation such as Working Time Regulations and Agency Workers Regulations.

## WHAT TO EXPECT:

### Before you start

We ask everyone to initially complete our registration form. Then once you have been assigned a placement, you'll receive paperwork from our Payroll Team. This will consist of:

- Our Terms of Business
- An Information Request Form
- An Electronic Timesheet
- A 48 Hour Opt Out Form

(In accordance with Working Time Regulations, you are under no obligation to complete the 48 Hour Opt Out Agreement, however if you are willing to work over 48 hours per week, you must complete the form and return it to us to enable you to do so.)

You'll also receive an Assignment Confirmation which will include and confirm details of:

- The Client name and site location
- Your rate of pay and any expenses / mileage if applicable
- Expected weekly hours, details of start / finish times and breaks
- Who to report to
- Who is authorised to sign your timesheet

### Once you have started

On production of an authorised timesheet and expense receipts (if applicable) by the payroll deadline of Monday 5pm each week, you'll be paid a week in arrears directly into your personal bank account by Contract Scotland. However if there's any reason why your timesheet can't be processed, we'll notify you in plenty of time. To help ensure we always receive timesheets that can be processed without issue, please read our general payroll information for guidance. This guidance amongst other points will also give information on payslips and pay days.

In accordance with the Pensions Act 2011 you'll also be auto-enrolled with our nominated pension provider and enter into a three month postponement period, after which contributions may be deducted from your gross pay (before tax) and paid into your pension pot. This will depend on your eligibility into the pension scheme. Please contact the Payroll Team for further details of the

pension's scheme and eligibility criteria.

In accordance with Working Time Regulations, you are entitled to 5.6 weeks (pro rata) paid annual leave each year. From day one, you start to accrue this and as long as you have accrued enough, it can be released whenever you take holidays. See below for details on how to claim.

You're also covered by Agency Workers Regulations, AWR for short. AWR came into effect in 2011. It gives agency workers the entitlement to the same basic employment and working conditions as if they had been recruited directly, if and when they complete a qualifying period of 12 weeks in the same job.

## What does it mean for you?

From day 1 in a temporary contract, you are entitled to the same basic entitlements as a permanent counterpart. For example only, this can include entitlements use of the same canteen, toilets and childcare facilities.

Then after a 12 week qualifying period, you are entitled to the same basic terms and conditions as a permanent counterpart. This includes, but isn't limited to, the right to equal pay, discrimination rights, rest breaks and number of paid annual leave days.

We will work on your behalf to ensure this upheld but if you would like to discuss your situation further please contact your Recruitment Consultant. Below we've also included some links to give you some more information

[Your rights as an agency worker](#)

[Pay & Work Rights](#)

[AWR Candidate Information](#)

## FAQ's

### What if I'm planning to take annual leave?

Firstly, agree any periods of annual leave with the client. Once you have done this call or email the Payroll Team to let them know and also to discuss how much paid annual leave entitlement you have accrued and what you'd like released.

### How do I account for annual leave on my timesheet?

#### **Paid annual leave:**

If it's less than a full week, use the drop down menu on the timesheets to select 'paid holiday' or write 'paid holiday'. Alternatively, if you are taking a full week off just notify the Payroll Team in advance. We will process holiday pay for you without the need for a timesheet to be completed.

#### **Unpaid Annual leave:**

If it's less than a full week, use the drop down menu on the timesheets to select 'unpaid holiday' or write 'unpaid holiday'. Alternatively, if you are taking a full week off just notify the Payroll

Team in advance so they know not to expect a timesheet from you.

## How is my holiday pay calculated?

Holiday pay for agency workers is calculated slightly differently to permanent employees. A week's holiday pay is calculated by taking the normal weekly working hours multiplied by the workers average hourly rate over the preceding 12 weeks. This is in accordance with the Employment Rights Act 1996. [ACAS provides this information in the following pdf](#)

Your accrued annual leave weeks is displayed on your payslip along with the amount of annual leave taken but if in doubt or you have any queries relating to holiday accrual and pay, please call the Payroll Team to discuss further.

## What if I'm sick?

If you can't make it in to work, let both the Client and Contract Scotland know that you are ill from the first day of sickness. This will not only inform us of your illness but it will also allow us to provide cover to the client until you are fit to return. If you're eligible for Statutory Sick Pay, and on production of the correct evidence, Contract Scotland will pay this in the normal pay run.

## What if I start working on a new site?

If you begin working on a new site that's not mentioned on your current contract, ask the client if they require it invoiced separately and then call the Payroll Team to advise. We'll add it to your assignment details

## What if I have an amendment to my current assignment?

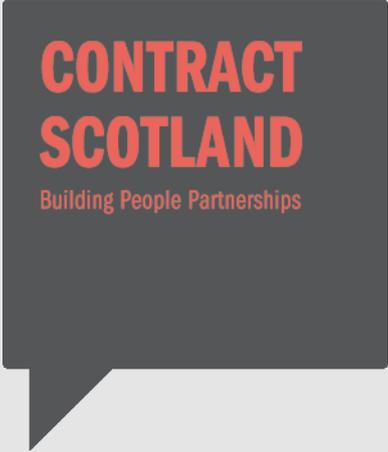
The Compliance Team will send you a new or amended Assignment Confirmation if any of the following occur:

- 1) You start working for another Client.
- 2) You change site location.
- 3) You receive pre-agreed additions to your assignment such as expenses or mileage.
- 4) You require changes to your assignment under Agency Workers Regulations

## What if I start working for a different client?

The Compliance Team will send you a new Assignment Confirmation if you start working for another Client.

If you have any further questions please contact the finance team on **01786 446651** or email [hello@contractscotland.co.uk](mailto:hello@contractscotland.co.uk)



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