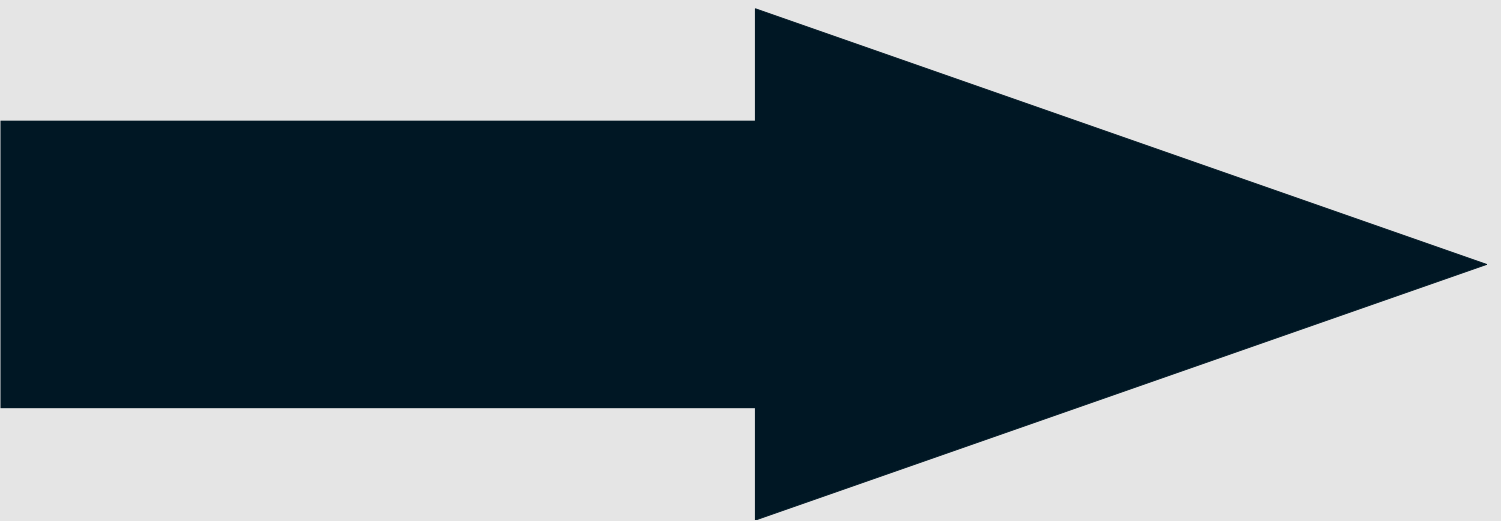


**CONTRACT
SCOTLAND**

Building People Partnerships

WHO DO WE ENGAGE WITH?

**Information For Individuals working
through an Umbrella Company**



WHO DO WE ENGAGE WITH |

Individual wishing to work through an Umbrella company are invited to consider companies on our established Preferred Supplier List. They have already been vetted for compliance with UK legislation meaning we are confident you'll be protected every step of the way. While maintaining an overarching contract of employment, you'll also have rights to all statutory benefits such as paid Annual Leave, Statutory Sick Pay and Statutory Maternity Pay. Umbrella 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:

- Conduct Regulations Declaration
- 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.)

Your Umbrella Company will then send you details of any placement 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, we'll make payment to your Umbrella Company who will in turn pay you directly. 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. Please note payslip and pay date guidance can be obtained directly from your Umbrella Company.

FAQ'S

What if I'm planning to take annual leave?

Firstly, agree any periods of annual leave with the client. Secondly, call or email the Payroll Team or your consultant with your dates so as not only can we arrange cover for you if required; we'll also know not to disturb you while on holiday looking for timesheets.

How do I account for annual leave on my timesheet?

Either use the drop down menu on the timesheets to select 'unpaid holiday' or pop a note into the notes section of the timesheet. 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.

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. Your Umbrella Company will be able to advise if you're eligible for Statutory Sick Pay, and how to claim.

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:

- 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.



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