

# **NEW CONTRACTOR WELCOME PACK**

# Welcome to Next Phase Recruitment

Whether you have been contracting for many years, or are completely new to the process you will likely have many questions; most of which we have tried to cover in this pack.

There is a lot of important information for you to digest but if you find you have any further questions please do not hesitate to contact our accounts department at [accounts@nextphaserecruitment.com](mailto:accounts@nextphaserecruitment.com)

or call us on +44 1403 216 216

# HOW WILL I WORK WITH NEXT PHASE?

**Next Phase are based in the UK, and all our European contractors work through a Contract Management Solutions Company called 6Cats**

- **6Cats** ensure they provide fully compliant, transparent & streamlines contractor solutions.
- **6Cats** are not able to provide a solution in every European country but **Next Phase** will be able to confirm this early on in the process.
- Once **Next Phase** have confirmed **6Cats** can provide you with a compliant solution, they will contact you directly to discuss the contract and your application for a role with **Next Phase** will progress as outlined by our consultants.
- Should you be successful in receiving an offer, **Next Phase** will notify **6Cats** and contracts will be issued and signed.

## What happens next?

**Next Phase** will provide you with a start date and arrange a call with our contracts team who will explain the full process to you; timesheet upload, payment dates e

# FREQUENTLY ASKED QUESTIONS

## WHO PAYS THE 6CATS FEE?

You do. 6 Cats will explain to you how the fee is calculated and paid during your conversations and setup with them.

## WHY DO I HAVE TO GO THROUGH 6CATS?

Next Phase work with contractors in many different countries, each of which has different legislation and laws about contractor work Next Phase are not experts in overseas work legislation but 6 Cats are.

## CAN I WORK THROUGH MY OWN LIMITED COMPANY?

Unfortunately not, as explained above the legislation is different in every country and Next Phase are not overseas work legislation experts, so partner with 6 Cats to provide the best, compliant solution to our contractors.

## CAN I BE PAID THROUGH 6CATS WITH OTHER AGENCIES?

Absolutely, your contract is with 6 Cats so you are free to continue to use them for any roles you may work on with other agencies/clients.

## HOW IS MY PAY CALCULATED?

We pay the rate we agree with you, to 6 Cats each month They will then provide a breakdown of what deductions they take from you taxes as required in your country of residence, their fee etc.

## **FREQUENTLY ASKED QUESTIONS**

### **WHAT DOCUMENTATION DO I NEED TO PROVIDE TO 6CATS TO GET SIGNED UP?**

This will depend on the country you are working in and which solution you sign up for but will be proof of ID as a minimum.

# Overseas Solution

## 2024 APPROVED SUPPLIER LIST Overseas contractors only

If you are based outside of the UK you will need to sign up with our approved overseas solutions provider – 6Cats International.



When we launched **6CATS** our aim was to become the first choice international contractor management company for recruitment agencies and contractors who want to work with a company they can trust and that offers complete compliance reassurance.

We offer solutions in more than eighty countries across Europe, the Middle East and Africa as well as further afield. Wherever you are contracting, we can normally support you with our service.

Our friendly and approachable team are always on hand to offer support and advice. With some of the most experienced professionals in the sector, we have a wealth of knowledge to draw on and can advise you on most aspects of working overseas.

To find out **more:**

**Telephone** : +44 207 374 6957

**Email** : [info@6catsint.com](mailto:info@6catsint.com)

**Website** : <http://www.6catsint.com>

## **PAYMENT TERMS**

We pay all our contractors on 30 day terms from the date your timesheet is processed on our system.

## **PAY RATE**

Whenever we discuss your rate with you we will be talking about the rate we will be paying to 6Cats, before any deductions have been made.

## **EMPLOYER COSTS**

As you are working internationally your costs will depend on the solution offered via 6Cats.

## **TIMESHEET SUBMISSION**

Once your start date has been confirmed you be set up on the relevant timesheet portal. Once set up you will receive an email with full details of how and when you submit your timesheet.

All timesheets have to be submitted within 3 days of the end of your payment period.

Once submitted your Line Manager will receive notification to authorise the hours. These will then be processed by Next Phase and payment will be made to 6Cats in time to ensure you are paid within the 30 day terms.

Disclaimer:

This document is intended to provide general information only and does not constitute advice. It is not an exhaustive and complete reference document on this subject. Next Phase can take no responsibility or liability for the use of or reliance on the information contained within this document and you should always take separate professional advice.