

# **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 216216

# HOW WILL I WORK WITH NEXT PHASE?

**Next Phase are based in the UK, and all our US contractors work through an Employer of Record called PGC.**

- **PGC** provide a dedicated workforce experience to our workers, providing them with expert advice and support.
- Once an offer for a role has been made to and accepted by you, **Next Phase** will initiate your onboarding with **PGC** and confirm the details of your contract with them.
- **PGC** will reach out to you and confirm the next steps.

## **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 contractor process to you; timesheet upload, payment dates etc

# FREQUENTLY ASKED QUESTIONS

## WHO OR WHAT ARE PGC?

PGC are an Employer of Record and Next Phase's compliance and back office provider. They fully engage all our US workers as W2's. PGC will sign the employment agreements directly with you, and ensure full compliance to all federal, state & city requirements. They also manage all aspects of payroll, onboarding and benefits support (including the Affordable Healthcare Act access)

## HOW DO I SIGN UP WITH PGC?

Once an offer has been made to you by our Client, we will submit an onboarding request to PGC. Their Workforce Experience team will reach out to you within 3 hours to introduce themselves and provide you with access to their onboarding platform, Precision.

## DO I HAVE TO PAY A FEE TO PGC OR NEXT PHASE?

You don't have to pay a fee to either PGC or Next Phase Recruitment.

## WHY DO I HAVE TO GO THROUGH PGC?

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 USA work legislation but PGC are.

# FREQUENTLY ASKED QUESTIONS

## HOW IS MY PAY CALCULATED?

We pay the rate we agree with you, to PGC each month. They will then provide you with access to a platform where you can download your payslips and tax forms. The payslips will breakdown your hourly rate, number of hours worked, gross and net amount as well as any other deductions taken on a state and federal level.

## AM I COVERED BY ANY INSURANCES?

You will be covered by PGC's business insurances, which include general liability, professional liability, worker's compensation for standard desk-based roles, crime, cyber and auto insurance.

## WHAT DOCUMENTATION DO I NEED TO PROVIDE?

You will be required to provide PGC with the necessary identification to complete your I-9 and verify your right to work in the US. This will need to be completed by your 3<sup>rd</sup> day of employment.

PGC will also request you provide them with your bank details and tax form completions for payroll processing.

More information on the process with PGC can be found on the next few slides.

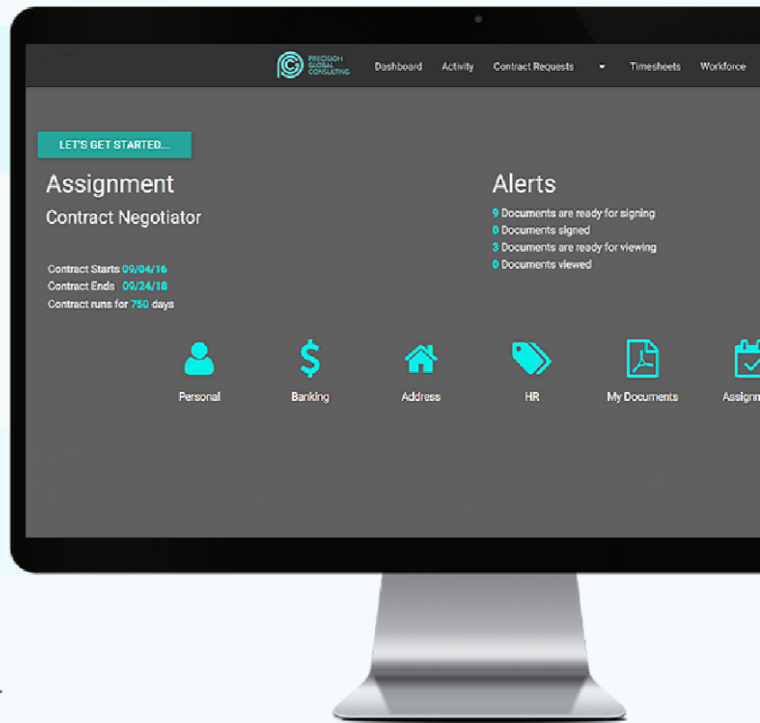
## CONGRATULATIONS ON YOUR UPCOMING ROLE!

Precision Global Consulting (PGC) is an employer of record. We partner with different agencies to support the employment of their workers. Below are some key details and next steps around how this will work for you. We look forward to speaking with you soon!

### ENGAGEMENT OVERVIEW

PGC will:

- Engage you as a W2 employee
- Manage your On-board from start to finish
- Process Payroll
- Provide you Benefits
- Support with Human Resource queries



### PROCESS FLOW

- 1 Once you've accepted the role, your contact will provide PGC with the relevant details for your upcoming engagement.
- 2 PGC will be in touch with you directly to provide an overview of the on-boarding, benefits, and payroll process.
- 3 We will email you your login credentials once registered you can confirm your personal information, input your banking details and sign all required documentation securely in our system, Precision.
- 4 When you have started your project (and if eligible), you will be able to select from PGC's benefits offerings and tailor your options through your online benefits portal.
- 5 PGC will process payroll on a set schedule each pay period. Our Workforce Team will provide ongoing support throughout your engagement.

### INFO TO HAVE ON HAND

Information you can have on hand to expedite your on-boarding process includes:

- Your personal details
- Preferred form of identification
- bank information

You will also need to complete an I-9 form. This is a federally required document to verify an employees eligibility to work in the U.S. Since we are a remote employer we require for you to elect someone to verify identification and complete the second portion of the form on PGC's behalf.

# BENEFITS

During your engagement with PGC, and pending your eligibility<sup>1</sup>, you will have access to a range of benefits. In your personal benefits portal, you can enroll in medical and ancillary offerings and set any HSA and commuter benefits deductions.<sup>2</sup> You will also be able to view information on our 401(k) retirement savings program.

If opting into coverage through PGC, you will receive an employer contribution<sup>3</sup> towards your medical benefits. You are also able to enroll your spouse and/or dependent(s). Any remaining benefits deductions will be deducted from your first payroll of each month. Once you have accepted the role, our Workforce Team is available to support you with your benefits elections. In the meantime feel free to direct any questions to your recruiter.

## SUMMARY OF PLANS



### MEDICAL

Healthcare coverage is provided through a top three U.S. healthcare carrier with three levels of coverage that have extensive in-network and out-of-network coverage. All plans meet ACA requirements.



### DENTAL

Coverage can be selected in conjunction with medical or as a standalone benefit. Two levels are provided, preventative and basic procedures along with optional orthodontic coverage.



### VISION

Available with medical or as a standalone benefit. This coverage includes provisions for examination, lenses, frames, and contact lenses each year.



### DISABILITY

Short-term and long-term disability coverage is available providing wage protection in the unlikely event of a disabling injury.



### LIFE INSURANCE

Life insurance is available, the benefit amount can be customized.



### COMMUTER BENEFITS

Commuter benefits allows employees to pay for parking and commuting on a pre-tax basis.



### 401 (K) RETIREMENT SAVINGS

Eligible employees will have access to enroll into our 401(k) Retirement Saving plan.



1. Full-time workers are eligible for medical and ancillary benefits. Full-time is defined as over 30 hours weekly. 401(k) eligibility is based off previous tax year earnings.

2. Coverage will be available for eligible workers from the 1st of the following month after 30 days of employment. Please note if you do not opt in during their initial registration period, you will have to wait until the following open enrollment period to enroll unless you have a qualifying life event.

3. Your Company can provide details on the employer contribution amount.

## **PAYMENT TERMS**

We pay all our US contractors fortnightly, within 5 calendar day of timesheet submission.

## **PAY RATE**

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

## **TIMESHEET SUBMISSION**

Once your start date has been confirmed you be set up on our 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 PGC in time to ensure you are paid within 5 calendar days.



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.