

# **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 [contracts@nextphaserecruitment.com](mailto:contracts@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.**

- **Our EOR** provide a dedicated workforce experience to our workers, ensuring they have 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 **our EOR** and they will contact you to onboard you.
- **Our EOR** 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

## What is an EOR?

An Employer of Record assumes the legal responsibilities of employing staff on behalf of Next Phase and our chosen EOR ensures we are fully compliant in the US and are our back office provider. They fully engage all our US workers as W2's, IC's or C2C. The EOR 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 YOUR EOR?

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

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

There is no fee payable by you.

## WHY DO I HAVE TO GO THROUGH AN EOR?

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 our EOR are.

# **FREQUENTLY ASKED QUESTIONS**

## **HOW IS MY PAY CALCULATED?**

You will be provided with access to a platform where you will upload your weekly timesheet. This is then processed, with the relevant state and federal deductions being made and then payment is made to you within the agreed timeframe. You will have access to 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?**

If you are paid as a W2 worker you will be covered by the EOR's business insurances, which include general liability, professional liability, worker's compensation for standard desk-based roles, crime, cyber and auto insurance. If you are working through an EOR as an IC or C2C you will be responsible for your own insurance.

## **WHAT DOCUMENTATION DO I NEED TO PROVIDE?**

The document you need to provide to the EOR will depend on how you work through them, but at a minimum you will need to provide confirmation of your right to work in the US.

## **PAYMENT TERMS**

You will be paid within 5 calendar days of your timesheet submission.

## **PAY RATE**

Whenever we discuss your rate with you we will be talking about the rate we will be paying to the EOR, 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 the EOR in time to ensure you are paid within 5 calendar days of your timesheet submission.

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.