



# **Contractor Handbook Next Phase Recruitment**

# Welcome to Next Phase

Thank you for giving us permission to represent you in finding you a suitable contract assignment.

This handbook outlines everything you need to know regarding working as a contractor with Next Phase.

If you're looking for something specific and can't find it, please let us know. Our contracts team are always available to help.

Quick view:

- Getting Started
- Point of Contact
- Contractor's journey
- Important Documentation
- Who are Workwell Global?
- Pay Rate and Expenses
- Screening
- Equipment
- SPTO
- Notice
- Timesheet portal

[contracts@nextphaserecruitment.com](mailto:contracts@nextphaserecruitment.com)

+44 (0)1403 216216

## Getting Started

Welcome to Next Phase. We are looking forward to working with you and finding you the perfect contract assignment. It is important to us that we provide our contractors with a great experience throughout their journey with Next Phase, and we aim to build a relationship with you that lasts many years, and for many assignments. This handbook should provide you with all the information you need to know but if you have any questions please do get in touch.

You will have received an email from your consultant to confirm that your CV has been sent over for review by our client and providing you with a link to our Work Seeker Registration Terms.

We will always obtain your explicit permission before we submit your CV to any of our clients and will provide email confirmation to you of each submission made.

In order for us to find you assignments we will process and store your information, as detailed [here](#). Should you wish us to stop storing your information at any time, you can email us on [contracts@nextphaserecruitment.com](mailto:contracts@nextphaserecruitment.com) at any time. However, if you do request this, we will be unable to continue looking for suitable assignments for you.

## Important points of contact

### Assignment

Your consultant will be your contact for:

- Confirming potential assignments
- CV submission
- Providing feedback
- Interview organisation & preparation
- Offer confirmation
- Rate queries
- Raising issues once on site

+44 (0) 1403 216216

### Contractor Registration & Onboarding

Sarah Seaford - will be your contact for:

- Welcome Email & confirmation of onboarding process
- Verification of Right to Work documents
- Issuing contract once offer confirmed
- Providing details of how your contract solution will work
- Organising & management of security checks (where relevant)
- Organising equipment (where relevant)
- Queries during assignment
- Assignment extensions

[contracts@nextphaserecruitment.com](mailto:contracts@nextphaserecruitment.com)

+44 (0) 1403 216216

### Timesheet processing

Sarah Seaford – will be your contact for:

- Timesheet portal onboarding
- Weekly timesheet & expense processing
- Payment processing and queries
- EOR questions

[accounts@nextphaserecruitment.com](mailto:accounts@nextphaserecruitment.com)

+44 (0) 1403 216216

# Standard Contractor Journey with Next Phase

Your journey as a contractor with Next Phase will follow all or part of the following steps:

## Registration

- Email confirming your registration with Next Phase

## Assignment updates

- Call from consultant regarding potential assignment
  - Job description will be provided verbally
  - Qualification of role against your skills & ambitions
  - Confirmation if CV is being sent
  - Confirmation of timeframes for feedback
  - Confirmation of pay rate and payment solutions available to you

## Post CV send

- Email confirmation that your CV has been sent to the client
- Regular updates on status of role; within timeframes agreed in initial call
- Call to confirm feedback from client
- Confirmation of interview request
- Call to prepare you for your interview
- Debrief following interview
- Possible 2<sup>nd</sup>/3<sup>rd</sup> interview stages
- Call from consultant or client to confirm offer; or provide feedback if no offer being made
- Where offer is made, we will verbally:
  - Confirm start date & pay rate
  - Confirm we have sent a contract to Workwell Global
  - Request all additional information required prior to start date
- Follow up email will be sent by consultant

## Post Offer

- Welcome email from our contracts team to confirm next steps:
  - Documents required from you
  - Book in a video call to verify your RTW document
  - Confirmation that Workwell Global will be in touch directly with regards to onboarding documentation

- Regular communication from our contracts team and/or EOR to confirm progress of your onboarding
- Confirmation that contracts have been issued and signed (new email to the process)
- Welcome email with details of timesheet portal information
- Net Promoter Score email
- Request for testimonial following your experience

### **Aftercare**

- Regular calls and texts from your consultant to get updates on how your new assignment is going to
- Market insights regarding the sector you work in

## **Important Documentation**

There are various documents we will require you to complete or provide to ourselves and Workwell Global during your time as a contractor with us. Full details will be provided to you at the point we provide all the information to Workwell Global.

## **Who are Workwell Global?**

As an agency we do not run an in-house contractor payroll for our candidates in Europe. Instead, we use a company called Workwell Global, who are an Agent of Record (AOR). Using Workwell Global ensures all our European candidates are paid compliantly and provided with access to the relevant benefits and rights.

Workwell Global will provide you with a contract confirming the status of your employment. Next Phase have a separate contract directly with Workwell Global, which means your employment status continues throughout assignments, irrespective of which agency and client you are working through.

The rate we agree with you at the point of confirming an assignment, is the rate we pay to Workwell Global. They will then process that payment, ensuring all relevant taxes are deducted before making payment to you within the agreed timeframe



## Approved Agent of Record

Workwell Global have a long established record in Europe and the US and have passed vital compliance checks to ensure they adhere to all legislation within each country we place contractors in and fully understand their tax responsibilities.

Workwell Global has its own procedures and will provide you with a handbook or welcome document which should give you all the necessary information you need regarding timesheets, payments, expenses, deductions, sickness & holiday entitlement and their costs. They also have their own employee rewards/benefits schemes that you may be entitled to once you have signed up with them.

If you have any questions regarding their processes, we recommend you speak to them in the first instance and if you require additional assistance then come directly to our contracts team.

Workwell Global  
[hello@workwell-international.com](mailto:hello@workwell-international.com)

## Pay Rate

The pay rate you are quoted at the beginning of an assignment will be the rate that is paid directly to Workwell Global, your personal taxes are then deducted from this.

Workwell Global will provide you with a full breakdown of how all taxes are calculated and shown on your payslip.

## **Expenses**

Where you are able to claim expenses during your assignment this will be confirmed to you during your initial call with our contracts team.

The process for making claims will also be confirmed at this point.

It is important that when you are claiming expenses, you must notify Workwell Global of the claim and provide them with the receipts. They will also require an expense form to be completed. When you register with Workwell Global, they will outline their expense claim policy.

## **Screening**

We are required to conduct background checks on all our candidates, and depending on the client your assignment is with, we may be required to do additional screening checks.

You will be notified of the screening levels required for your assignment in your Welcome email, post offer.

## **Equipment**

Depending on the client your assignment is with, you may be provided with a laptop, this will be confirmed to you at the point of offer and the process will be explained to you.

As you are a contractor there is no requirement for the client, Next Phase or Workwell Global to provide you with any additional equipment.

## **Notice**

The notice period you are entitled to be given or need to give during your assignment will vary depending on the client we place you with and will be confirmed in the contract you sign with Workwell Global.



## Timesheet portal

You will be provided with login details Workwell Global timesheet portal where you will be required to record all the hours you work.

Full instructions for the portal will be issued to you after your start date has been confirmed but you can contact Sarah Seaford, our Operations Director, by email [accounts@nextphaserecruitment.com](mailto:accounts@nextphaserecruitment.com) or phone +44 (0)1403 216216 for any assistance during your assignment.