




atwoodtate

A trusted partner in publishing recruitment

GUIDE TO TEMPING &
FREELANCING WITH ATWOOD TATE



CONNECTING TALENT
WITH OPPORTUNITY

There is a huge demand for temps, freelancers and contractors within the publishing, information and events businesses and Atwood Tate have a team of knowledgeable experienced consultants to help you find your next role.

Our consultants are fully up-to-date with the latest government legislations and as such are well placed to answer any questions or concerns you may have and offer constructive recommendations.

WHY TEMP?

Using a temp, freelancer's or contractor's specialist skills in the short term and having them hit the ground running can be hugely appealing to our clients.

Companies will often need temps/freelancers to bridge the skills gap that the in-house team may not have or for an extra pair of hands, to meet a project deadline, holiday or sickness cover or even maternity leave.

This is a great way to build on your experience, explore the industry, and learn what sector of publishing and size of company you enjoy. Temping is also a great way to earn some extra cash while you are in between roles, looking for a permanent opportunity. Sometimes temp roles do turn into permanent ones!



WHAT CAN YOU EXPECT?

Most often, there is no time for training with temp roles. Clients need temps who have the experience they require to help the team meet that urgent deadline, or keep the work running smoothly whilst the person you are covering for is away. There is often an immediate start date and clients do make hiring decisions quickly.

Sometimes a client will interview, this can still be done in person or even over the phone, but an interview for a temp role is often shorter. On occasion, due to the urgency, a client may not have time to interview and will hire you based on the strength of your CV and in particular the recommendation Atwood Tate provide to the client.

Clients rely on Atwood Tate to send them candidates with the right skills required for the role. We register candidates in advance with a variety of skills we know our clients will need, so we can be prepared for quick turnarounds when our clients make that call. For those new to temping, we will inform you of the process at the registration meeting so you will know what to expect when you get that call from us.

We are also there for you throughout the assignment, ready to answer any questions you may have and offer support. We want to make sure you are happy in the work you are doing and that we are sending you to companies you want to work for. We know our clients well and what types of people will fit into their teams and we get to know you too so we can send you to publishers where you will fit in and feel at home comfortably using the skills you have.

Our clients put their faith in us and we put our faith in you. Working as your agent, we represent your interests and negotiate the best deals for you, helping you to build a successful career in publishing.

Temping is paid on a weekly basis and when you have accepted a temp assignment, we will send you a 'welcome on board pack' with all the necessary information you need.

We never send CVs to clients or reference details without prior consent.

KEY LEGISLATION & INFORMATION

TIME SHEETS

Our preferred method is for you to add your timesheets weekly to our online portal (details will be in our welcome pack). Alternatively we can provide paper timesheets that simply require a signature from your manager, which you scan and email back to us each week.

HOLIDAY PAY

As a temp you are also entitled to holiday pay and this is accrued as a percentage of your basic hourly pay rate (12.07%).

If you are taking annual leave (after agreeing this with your manager) and want this as paid holiday, including Bank Holidays, you must let us know at least one week in advance. This will then be paid during the time you are off. If at the time of asking you have not accrued enough holiday pay to cover the full period of your leave we will pay out everything you have accrued so far. If you are unable to take holiday during your assignment, any money accrued will be paid at the end of your assignment.

Example:

If you earn £10 per hour, and you work 35 hours in a week, holiday accrued will be 12.07% of your gross pay for that week, in this case £350.00. Therefore in this example the holiday amount which will be accrued for you will be £42.25.

P45

We will require a P45 from you when starting a new assignment so that you can be kept on the correct tax code. If you are unable to provide us with a P45, you will automatically be put on the higher tax code.

At the end of your assignment, Atwood Tate will also give you a P45 to close your payroll record but we are certainly happy to have it back again for new assignments with us!

AWR (AGENCY WORKERS REGULATIONS)

The AWR legislation was introduced to protect the working and employment conditions of contractors, temporary workers and freelancers.

You are classed as an 'agency worker' if you work through a temporary employment business (including umbrella companies) on a temporary basis. The AWR entitle you to access the company's available facilities (canteen, gym membership childcare facilities etc) and information on suitable job vacancies from day one of your assignment.

After 12 weeks in the same assignment you become eligible for the same pay and working conditions (annual leave, benefits etc) as a permanent employee in a comparable position. Atwood Tate send out information request forms to ensure that all our clients provide the correct information in line with these regulations and agree any changes necessary after the 12 week qualifying period.

IR35

IR35 Legislation aims to eliminate the avoidance of tax and National Insurance Contributions (NICs) by freelancers/contractors. If the relationship between the freelancer/contractor and client would have been seen as one of employment were it not for an intermediary, the legislation ensures that the contractor pays tax and NICs on a basis which is fair in relation to what a permanent employee of the client would pay.

These workers are classified as working under SDC (supervision, direction or control). Accurately assessing your IR35 status is an essential part of operating as a UK contractor as it impacts on many of the decisions you have to take. Atwood Tate use REC modelled contracts that also allow us to assess your IR35 status and gather the necessary documentation required from Ltd company workers.

If the freelancer/contractor can prove they are genuinely self-employed and therefore not working under SDC (supervision, direction or control) then they will not be affected by IR35.

However, new government legislation is being proposed to tighten up this legislation and improve its effectiveness which could mean that more freelancers/contractors find themselves within the scope of IR35. It is often a difficult distinction to make so if unsure, contractors should seek the advice of a specialist.

From April 2016 the government is introducing further legislation to remove tax relief for travel (home-to-work commuting) and subsistence for anyone working under the supervision, direction or control of any person, making it consistent for both permanent and temporary workers.

If you are employed through Atwood Tate's payroll then you will not have to worry about any of this legislation as it will not affect you.

PENSIONS – AUTO ENROLMENT

Auto enrolment is a system that is being introduced on a staged basis between October 2012 and April 2017, whereby workers are automatically enrolled into company pension schemes.

Each organisations staging date depends on the number of staff it employs. Throughout this period the minimum contribution by employees is 1% contribution with employers matching this 1% payment. This is set to increase over the following years.

From April 2016 any of our temporary workers will be automatically enrolled in our pension scheme after 12 weeks in the same assignment, unless you choose to 'opt out'.

If you do not wish to make pension contributions you can choose to 'opt out' after you receive Auto Enrolment notification.

SOME OF THE CANDIDATES WE HAVE PLACED...

Kellie has been a fantastic Recruitment Consultant to work with. From the point of applying for my contract, she has been extremely reliable and supportive in my quest to secure a contract. Kellie understands the needs of a day rate contractor, which meant that I was relieved of a lot of stress with regards to contract creation, which was much appreciated.

Her ability to forge and maintain a strong working relationship with the client contributed to subsequent timely contract renewals, ultimately making the process feel seamless. Kellie's personable and enthusiastic nature meant that I have not been treated as just another candidate on the agency books.

I hope to continue working with Kellie, and wouldn't hesitate to recommend her as a Recruitment Consultant, both for individuals seeking a new role, and also organisations requiring a recruitment expert.

Natalie Coker, placed as Business Analyst at BMJ

Alison made the job hunting process much easier right from the start. She made the effort to understand exactly what I was looking for and only put me forward for positions that she knew would suit me. She supported me through the whole process and her communication with me has always been second to none.

Roisin Owens, placed as Temp Marketing Assistant at Pearson

Atwood Tate were excellent in enabling me to find a position that is a very good match with my skills and I'm very much enjoying. Alison was a pleasure to work with during the recruitment process. She provided me with excellent support and I appreciated her honesty and straightforward approach.

When I posed difficult questions I appreciated her responses and she kept me fully informed when consulting outside expertise. I would certainly use Atwood Tate again and would recommend their services.

Richard Sawyer, placed as Learning Technology Consultant at McGraw Hill Education

DONT JUST TAKE OUR WORD FOR IT...

Need a recruitment company that excels in understanding what you need and that can provide candidates that fit the brief, role and team. Look no further than Atwood Tate. We hired two temps who are now on full time contracts, the process was seamless from start to finish, with Alison on hand whenever needed, to answer questions, and manage extensions, changes and contracts. Friendly, personal and quality service.

Nicole Kyriacou, Global EIT Director Marketing & Communications

Kellie was very responsive to my request for a temporary journals production editor. I gave her a very short deadline (3 days I think), and she came up with several viable suggestions. When needing to renew the temporary contract for several months she suggested a financial solution which not only benefitted Atwood Tate but also ICE Publishing. I was very happy with the service she gave, and would willingly contact Kellie again when I need another temp.

Tamsin Cousins, Content & Production Manager at ICE Publishing

We have been using Kellie at Atwood Tate for all our Publishing recruitment and have found that they provide the quality and calibre of staff we need. Kellie is incredibly enthusiastic and professional in her approach. Kellie is great to work with and has demonstrated very quickly that she understands the demands of our business well and has managed to match candidates to our exact specifications. I would have no hesitation in recommending their services.

Martha Crossley, HR Manager at Sage Publications

Kellie at Atwood Tate has provided an exceptional service. Candidates were consistently well matched to the specifications sent and I appreciated the regular communication about the progress of our recruitment project. Furthermore Kellie is approachable, quickly appreciates the needs of the client and has been a pleasure to work with.

Lisa Miles, Digital Production Team Leader at OUP

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The Association of
Learned & Professional
Society Publishers

THE **PUBLISHERS**
ASSOCIATION



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