

RubiconPay

The only umbrella company for you.

Guide

Working with our End Client partners

At Rubicon Pay, we understand the current legislative environment can result in uncertainty and concern for end clients using a contract workforce. So, we take pride in offering our end client partners the security of knowing:

- Your contractors will be paid correctly and on time.
- All the necessary tax and NI is being taken care of.
- Your contractors have access to all the rights and benefits given to permanent employees, including holiday, sick, maternity and paternity pay.
- You don't face any legislative risks - including from IR35.

An introduction to Umbrella Companies

Umbrella companies such as Rubicon Pay provide a hassle-free and convenient way for contractors to get paid.

Rubicon Pay can help whether your contractors work for you via an agency or directly. If an agency is involved then Rubicon Pay and the agency would jointly sign a supply contract - commonly drafted by the agency itself - outlining the terms and conditions between both parties as well as the details of the assignment set to be carried out by the contractor. If there is no agency involved then an equivalent supply contract would be jointly signed by Rubicon Pay and you, the end client. In this scenario, Rubicon Pay would ask you a few straightforward questions and then take care of drafting said contract ourselves, unless you wanted to use your own version.

The contractor then signs an overarching contract of employment and becomes an employee of Rubicon Pay. We will then take care of all the administration for the contractor, whilst giving them the freedom to move from one assignment to another.

Rubicon Pay engages with its end client partners and contractors to complete all the necessary paperwork, then all the contractor has to do is submit their approved timesheets so we can raise invoices on their behalf. We then pass the proceeds on to them after retaining a 'margin' and deducting all the necessary tax and NI.

Insurance

Rubicon Pay provides its contractors with industry-leading, comprehensive insurance as standard:

- £5 million Professional Indemnity
- £5 million Public Liability
- £10 million Employers Liability

Agency Workers Regulations

Agency Workers Regulations (AWR) mean contractors using umbrella companies (who are classed as agency workers for the purposes of AWR) should receive the same treatment as an end client's permanent employees after 12 weeks of continuous employment in the same role.

Rubicon Pay has a stringent system in place to ensure we liaise with end clients after that qualifying period has been completed. This means we can ascertain what terms and conditions their contractors are entitled to and ensure all end client and umbrella company responsibilities are being fulfilled under AWR.

Holiday Pay

Any employees working full time, i.e. over 5 days a week, are entitled to at least 5.6 weeks' (28 days) paid holiday per year. If they work part time, they are entitled to at least 5.6 weeks' holiday pay pro rata (in proportion to the hours worked). In short, annual holiday entitlement is worked out by multiplying their normal number of days worked per week by 5.6.

Rubicon Pay employees, as with all umbrella employees, can choose to either have their holiday "rolled up"- meaning it is paid directly to them within every pay run - or "accrued" - meaning a small deduction is made from each pay run. The accrued total can then be claimed back by the employee at any point, for example when they take a break from contracting. The amount deducted from each pay run is calculated as minimum wage multiplied by hours worked multiplied by 12.07%. This formula will need to be considered when negotiating your contractors' rates, which should be slightly higher than permanent employees' as a result.

Pensions

All employers must provide a workplace pension scheme. This is called 'automatic enrolment'. This means employers must automatically enrol employees into a pension scheme and make contributions to their pensions if all the following apply:

- They are classed as a 'worker'
- They are aged between 22 and State Pension age
- They earn at least £10,000 per year
- They usually work in the UK

Because we are an umbrella company, any contractors being paid by Rubicon Pay will become our employees. Therefore, assuming they qualify to be enrolled within said workplace pension, full details will be sent to them after confirmation of their employment so they can access the benefits. The pension provider used by Rubicon Pay is Smart Pensions.

Compliance and Legislation

We are dedicated to ensuring that your business complies with relevant legislation at all times.

As a leading umbrella company, Rubicon Pay guarantees to always:

- Pay full PAYE only, in accordance with the strictest industry guidelines and standards
- Pay at least the National Minimum Wage to employees
- Regularly monitor Agency Workers Regulations (AWR)
- Request proof of identity and carry out essential right to work status checks as a matter of course

IR35

From April 2017 in the Public Sector, the liability for determining whether a PSC/off-payroll worker is inside or outside of IR35 has been with the end client. This has allowed HMRC to prosecute end clients for mass non-compliance. This evolving legislation is set to expand into the private sector in April 2020.

Even if your contractors have been assessed as being 'inside IR35', when you refer your workers to a compliant umbrella company, like Rubicon Pay, then IR35 rules **do not** apply. Our dedicated support team's expert knowledge of the legislation means your contractors will always remain 100% compliant, whatever their individual situation is.

The Criminal Finance Act 2017

Every company operating within a supply chain has a responsibility to ensure tax evasion is not present within their projects. Failure to perform 'reasonable spot-checks' exposes end clients to criminal prosecutions and serious fines.

If you refer your contractors to Rubicon Pay, we will happily assist you in any audit processes so that you can see all payments are subject to all the necessary tax and National Insurance deductions.

Responsibility

We take ownership of our employees' queries and will go above and beyond to make sure they are resolved, whatever it takes.

Understanding

We understand that every contractor and agency is different, and promise to tailor our service to our employees' individual needs, whatever their industry, rate of pay, and level of experience.

Being the best

We welcome change and feedback and are continuously seeking new and improved ways to work for our employees, suppliers and with each other in order to offer the best service possible.

Intelligence

At Rubicon, we keep our finger on the pulse of developments within our industry, meaning our team's expert knowledge of legislation is always up to date, and our employees are always 100% compliant.

Collaboration

We work together across the business and with agencies and contractors to deliver a joined-up customer experience, drawing on a range of expertise to deal with requests thoroughly.

Openness

The world of contracting can be complex, so we enjoy making things simple and clear for our employees, using straightforward language and avoiding jargon. We are easy to reach, pleasant to talk to, and totally transparent.

No Hassle

We get our employees set up quickly and take care of all their tax and National Insurance calculations so they can focus on what they do best – working!