



easypay services plc newsletter

Easypay Services Plc. Newsletter - December 2011



Merry Christmas from all of us at Easypay!



Christmas Deadlines:

As it's that time of year again we'd like to take this opportunity to wish you all a very Merry Christmas and express our gratitude for your on going custom and support. In light of the shorter weeks that will be upcoming as a result of bank holidays over the Christmas season, please take note of our below temporary deadlines;

For Manual Input:

Week Commencing 19/12/2011

- All holiday request forms, new starter forms and any adjustment forms must be sent by 10am on 23/12/11 in order for these to be processed.

Week Commencing 26/12/2011

- We require your manual input sheet by 9am on 28/12/2011 along with all timesheets. (Any earlier would be appreciated).

For Imports:

Week Commencing 19/12/2011



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Easypay Re-Structuring

Originally, the Managing Director of Easypay Services Plc, Amanda Hobson, has moved to take on the more strategic role of Group CEO of Easypay Services Plc Group.

Stewart Davis has been promoted from Commercial Director of Easypay Services Plc to Group Managing Director of the Easypay Services Plc group and will be responsible for the day to day operations.

We see these changes as putting the right people in the best position to continue to support you, our customers.

IT Updates:

- All holiday request forms and any adjustment forms must be sent by 10am on 23/12/11 in order for these to be processed.

Week Commencing 26/12/2011

- We require your payroll transfer files by 10am on 28/12/2011 along with all timesheets.

Please let us know if you foresee any problems with these time frames via email to payroll@easypayservices.co.uk



Easypay Update:

Maternity

As some of you may be aware Leanne Wright started her Maternity leave on Friday 18th November 2011. We wish her all the best for the birth of her new baby. Please forward all payroll related information to Louise Chyriwsky on email louise@easypayservices.co.uk or fax on 01943 882121.

Starters

Due to the expansion of the company and with particular focus to our sales department and management team we have had a new starter in recent weeks.

Graham Bowers has joined us as a Sales Manager, Graham has vast experience in the Recruitment Market and having run his own agency for 10 years in the past we feel that Graham will be a great asset in helping our Business Development.

Recognition

As you are aware we constantly strive to continually improve our services to you. With this in mind we welcome any feedback you may have in terms of our staff support and customer services you receive from us. If you do wish to make any recommendations for staff recognition please forward these to louise@easypayservices.co.uk

12 Facts about AWR

The Agency Workers Regulations (AWR) are here!

If you engage the service of any of the 1.3m temporary agency workers in the UK, you will be affected. Failure to prepare now

Technical Issues

As most of you are aware Easypay have been experiencing a number of IT issues in the past few weeks which we are confident have now been resolved. We would like to thank everybody for their continued patience over this time.

Pearl Update!

We are pleased to report that Pearl, our new front office Cloud based system is now undergoing its final testing prior to live roll-out. We will be starting a phased implementation across our existing client base commencing in January and we will therefore be in touch to advise you when your own account will be going live on our new system. We will also be providing you all with the relevant training and support in order to facilitate a smooth transition to using Pearl.

I know many of you are eagerly awaiting this upgrade as it is expected to greatly reduce time and effort and significantly increase efficiency.

Positivity in the Market

According to the REC, provisional results from the 2010/11 Recruitment Industry Trends Survey, that tracks performance for the 12 months prior to April 2011, showed a "significant increase" in overall turnover, last measured at £19.7bn. Over the previous two years, industry turnover shrunk by nearly 30%.

The final data once collated will be released in the next few weeks along with an updated medium-term forecast, predicting the growth of our industry over the next 5 years.

Changes to the Pension Regime

We have only just dealt with the introduction of AWR and now we must all prepare for radical changes to the pension regime from October 2012 all employers will have a duty to auto-enrol employees

could see your business facing heavy costs in 2012. Get the facts on AWR and protect your business.

Up to 1.3m UK temporary workers may be affected

AWR came into effect on 1 October 2011. With 1.3m agency workers currently on assignment in the UK, and only one year to go before the big change, smart companies are taking action now.

1. Agency workers will be eligible for equal treatment

Under the new regulations, agency workers will, after 12 weeks of working on an assignment, have the right to the same basic working and employment conditions that they would have been entitled to, had they been recruited directly by the organisation to do the same job.

2. The definition of an 'Agency Worker' is broad

The Regulations exclude any individual that provides a service to an organisation as a client of a business run by that individual, i.e. a genuinely self-employed contractor working through their own limited company. It's important to note that an individual will not be excluded on the basis that their services are provided through an umbrella company.

3. Agency workers qualify after 12 weeks

The right to equal treatment (with respect to the relevant terms and conditions) applies once an agency worker has carried out 12 weeks of work in a particular role only. In general, breaks between assignments of more than 6 weeks will reset the qualification 'clock'.

4. Are basic working and employment conditions covered?

The right to equal treatment applies to terms and conditions relating to working time, holidays and pay only. The Regulations do not extend to sick pay, maternity/paternity pay, redundancy, notice pay payments related to pension entitlement, or bonuses not based on individual performance.

5. Equal treatment might not be so straight forward

After 12 weeks on an assignment, the agency worker's relevant terms and conditions must be no less favourable than if the client had recruited that individual at the same time to do the same job; taking into account qualifications, skills and experience where relevant.

6. Defining terms and conditions can be complex

The relevant terms and conditions concerning working time, holidays and pay, will be any that apply generally to direct employees; either because they are set out in a pay scale or an agreement with a trade union, or because they are given as a matter of 'custom and practice'. If you have a pay scale that sets starting pay for the relevant job, that's the reference point for

and make contributions to a pension scheme on their behalf. We will of course keep you all as up to date as possible.

In Brief the legislation will mean;

1. The reforms will require employers (including employment businesses) to automatically enrol all workers who meet the definition of a jobholder into a pension scheme which meets minimum statutory criteria. The definition of a "jobholder" is wide enough to capture workers engaged by employment businesses under a contract of employment or a contract for services (but not those who are self-employed).
2. Under the current legislation the Government proposes to apply the new obligations to employers starting with larger employers (measured by the number of workers on the payroll from whom PAYE deductions are made), followed by medium sized employers and finally small employers. This 'staging' process will commence in October 2012 for employers who have 120,000 workers or more, followed by employers of decreasing size each month until small employers are finally staged in by 2016.
3. The contributions are due to be phased in, initially meaning that the employer and worker contribution will be 1% each, increasing to 3% by the worker (including tax relief) and 2% for the employer from 2016 before full implementation in 2017.

Once auto enrolment is fully implemented from 2017 the minimum total contribution that will need to be paid into the pension scheme will be 8%. Employers will be required to contribute a minimum of 3% of each worker's eligible earnings into a pension in addition to the 4% contribution that the

equal treatment. If there's no pay scale, but as a matter of course pay is set at a particular pay rate and/or there's a certain entitlement to leave, these will be the deciding points of reference.

7. There are exceptions to the rule

Agency workers are sometimes taken on to carry out a one-off project, with no directly hired employee carrying out the same job. In the absence of a relevant policy or precedent, the Regulations are unlikely to be relevant to an agency worker's pay. However, if there is a clear policy on annual leave for directly hired employees, an agency worker would be entitled to equal treatment in that respect.

8. The regulations may not always be relevant to pay

If pay is agreed on an individual basis and there is no 'custom and practice', the Regulations are unlikely to be relevant to pay. They would however apply to holiday and working time issues, if an organisation has a common policy on either of these.

9. Not all rights follow the 12 week rule

Agency workers may have rights that apply from day one of their assignment – such as a right to access 'collective facilities' and amenities, e.g. a canteen, transport, or a crèche – on the same terms as a comparable direct employee. They will also have a right to be informed of any relevant opportunities for permanent employment.

10. Direct employees can't use the Regulations to demand comparable pay

The legislation will only apply to agency workers that are paid less than direct employees. It does not work both ways.

11. Responsibility is shared

The Regulations make clear that both agency and hirer can be separately responsible for any failure to provide equal treatment. This means an employer will be liable if they are found to have failed to provide the agency with accurate and timely information about terms and conditions. Likewise, the agency will be liable if it has failed to accurately set a worker's pay and conditions in accordance with information received.

12. At the forefront of legislation

If your company is not affected by this particular legislation, you can still benefit from Easypay's professional expertise. We understand that legislative changes can have a significant impact on organisations and can offer you a toolkit, for £250.00 plus VAT, which you may find useful:

AWR Toolkit:

Section 1:

employee will be required to make. (A further 1% tax relief applies bringing the total minimum contribution to 8%).

4.

Qualifying workers are those who:

- Are aged at least 22 but have not reached state pension age
- Have annual earnings of at least £7475 (Subject to change)
- Work in the UK

FAQ's

Q. If we have dealt with a company before, why do we need to send Easypay a new booking form?

A. Where more than 6 months has elapsed, we treat the company as a new client as the terms need re-agreeing and credit insurance checking as the companies circumstances may have changed.

Q. Will my workers automatically be paid any holiday pay owing before they are issued with a P45?

A. We only process holiday pay to your workers on instruction from you and thus unless asked to process outstanding holiday before a P45 is issued we do not automatically do this. Your workers are entitled to claim their holiday pay up to 12 weeks after leaving your employment and so we encourage these to be processed before the P45. If requested afterwards employees are 'reloaded' which results in tax being applied at the basic rate until we see sight of a legal tax document.



Recommend Us

A checklist for you to send to hirer clients to assess the role of a 'comparable employee'.

Part 1 - Asks questions about a comparable workers terms i.e. Role, Pay, Hours etc

Part 2 – Asks questions about the conditions for which the hirer clients are solely responsible for

Section 2:

This is an impact assessment checklist helps you to think about issues you need to consider

Section 3:

A checklist for hirers who wish to understand whether the Regulations will apply to their contingent workforce and if so, to what extent.

There may also be some more information to follow in the form of updates. If you have purchased the toolkit these updates will be forwarded on to you without further charge.

Please remember that Easypay offers cash kickbacks for new business referrals! If you know a company who may benefit from our services, please let us know. For information on our referral scheme, email us now info@easypayservices.co.uk

Until the Next Time....

Thank you for reading the December 2011 edition of the Easypay newsletter. If you have any areas of particular interest to share or wish us to answer some of your burning questions in our next edition please let us know by phoning 01943 882 039 or email us:

info@easypayservices.co.uk

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