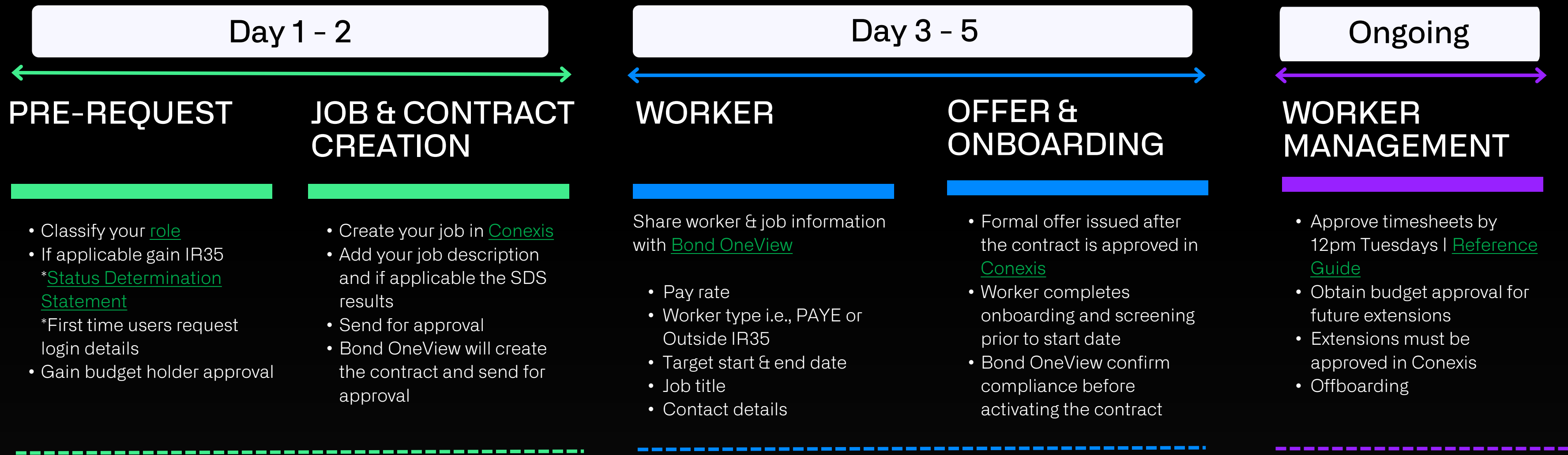


How to hire self-source contingent workers

Timeline

*Timelines are dependent on actions being completed




Useful links

- [Bond OneView](#)
- [Conexis](#)
- [Conexis Reference Guides](#)
- [Buyer hub](#)



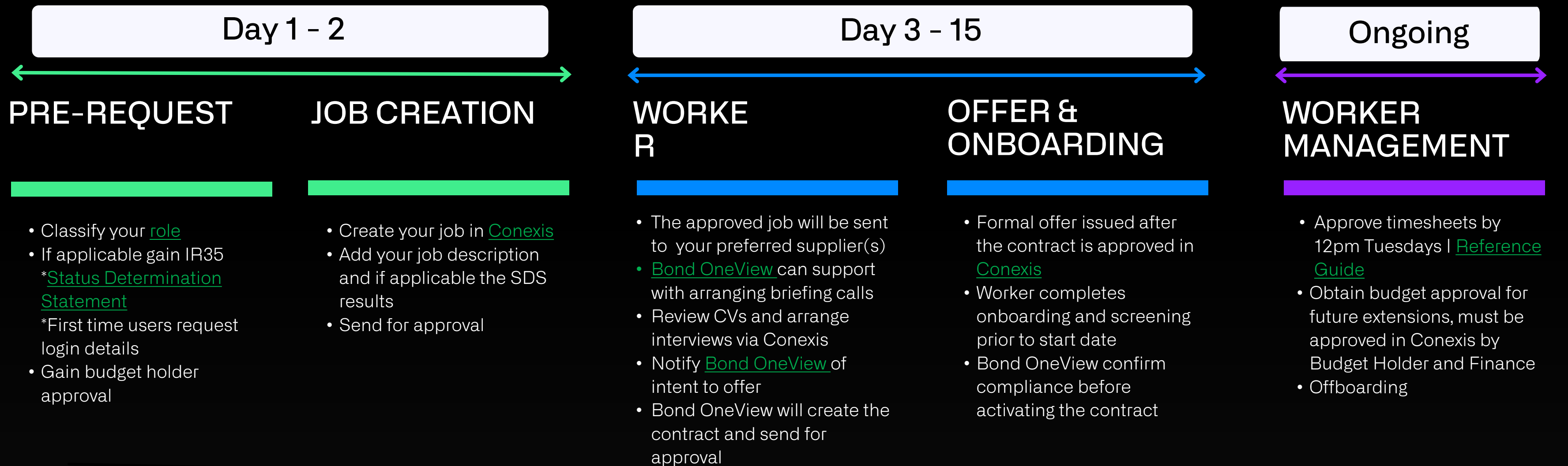
Hints & Tips

-  Obtain budget approval
-  Contact [Bond OneView](#)
-  Provide all the required information

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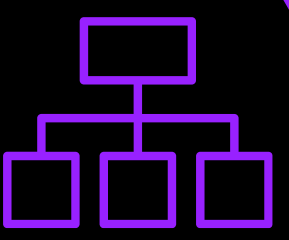
Hints & Tips

-  Obtain budget approval
-  Contact [Bond OneView](#)
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Contingent worker classification



- Contractor
- Outside IR35
- Limited Company



- PAYE
- Temporary worker
- Inside IR35

KEY TRAITS

- ✓ Work via their Limited company
- ✓ Worker has full control over how the work is done
- ✓ Project based deliverables
- ✓ No staff management responsibilities
- ✓ Provides own equipment
- ✓ Defaults fixed at their own cost
- ✓ Right to substitution

- ✓ Works under direct supervision and control
- ✓ Requires essential tools for roles e.g., laptop
- ✓ Required to participate in team meetings
- ✓ Required to adhere to company policies e.g., mandatory training

NEXT STEPS

- ✓ Complete an [IR35 assessment*](#)
*First time users request login details
 - ✓ If assessed as Outside IR35 add the status determination statement to [Conexis](#). This will need to be issued to the candidate at offer stage.
- If assessed as Inside IR35 the worker will be engaged via PAYE, see next steps for PAYE below.

- ✓ Complete the [AWR](#) form and add to [Conexis](#).
- ✓ Discuss pay and charge rates with [Bond OneView](#) prior to engaging with candidates.

FEES

Bond:
Pay
+
12%

Agency:
Pay
+
Agency fee
+
MSP fee

Bond:
Pay + Statutory costs (33.54%)
+
12%

Agency:
Pay + Statutory costs (33.54%)
+
Agency fee
+
MSP fee