

# FAQ's

**YOUR GUIDE TO TEMPORARY & INTERIM  
ASSIGNMENTS WITH HARVEY JOHN**



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# THE BASICS

## 1. What is temporary work?

Temporary work is short-term, flexible employment to meet short-term needs of a business. Assignments can vary in length from a few days to several months and are often to cover short-term absences, peak workloads, or specific projects.

## 2. Is temporary work different to contract work?

Contract (or fixed term contract) employment is generally for a longer period of time than temporary work with a defined end date. It is often to cover long-term absences such as parental leave or large projects lasting several months. In this case the employment contract is between the employer and the worker.

## 3. Why do businesses use interim staff or contractors?

Businesses choose interim staff or contractors for flexibility, specialised skills, cost control, meeting project deadlines, and navigating transitions efficiently.

## 4. What are the Agency Workers Regulations (AWR)?

The **AWR** ensures equal treatment for agency workers compared to permanent employees after a 12-week qualifying period. They cover basic employment conditions like pay, working hours, holiday entitlement and use of collective facilities, though some conditions, like certain benefits, may be excluded.

## 5. What information do you need in order to put me forward for temporary work?

Before being put forward for a temporary role by **Harvey John** you need to complete a Registration Form which confirms basic information about you, your availability, salary expectations and details of two referees.

## 6. Can temporary assignments lead to permanent employment?

Temp to perm arrangements, where at the end of an assignment the temporary worker becomes directly employed by the organisation they have been working for, are not unusual. The date of transfer is agreed between the employer, the recruitment agency and the worker.

## 7. Can I still look for permanent work while on a temporary assignment?

Yes, you can still look for permanent work while on a temporary assignment in the UK.

## 8. What's the difference between Interim, Contract and Temporary?

"Interim," "contract," and "temporary" are terms often used in the context of employment to describe different types of working arrangements. While these terms are sometimes used interchangeably, there are subtle differences in their meanings.

- **Interim:** Temporary position during a transitional period or until a permanent replacement is found.
- **Contract:** Hired for a specific project or period with agreed-upon terms between employer and contractor.
- **Temporary:** Short-term employment to cover absences, peak workloads, or specific projects. Duration can vary from days to months.

# YOUR NEW ASSIGNMENT

## **9. What information will I need to provide when I start a temporary assignment?**

We need to confirm your identity and right to work in the UK (or relevant jurisdiction if working outside the UK) as well as collect information to ensure you get paid correctly. We may also need to carry out other checks, e.g. DBS or Qualification checks, if you are working in certain industries or for specific clients.

As a minimum we need the following:

- Address and contact information
- Tax information in the form of a p45 or HMRC Starter Checklist
- Your bank account details for salary payments
- Identity verification and proof of Right to Work via a Digital Identity Verification platform accessed via a mobile phone
- Emergency contact information

## **10. Will I need to provide references?**

Yes, we usually require 2 references with at least one from a recent employer.

## **11. What checks are performed prior to my start date?**

Prior to starting a contract, common checks may include identity verification, right to work checks, and reference checks.

## **12. Who will I be employed by?**

While some businesses choose to find and employ temporary workers directly, many choose to use Recruitment Agencies like **Harvey John** to source and administer payroll for temporary workers. In this case your “employer” is the Recruitment Agency.

# PAYMENT

## 13. How will I get paid?

At the end of each week you will need to submit a timesheet via our online timesheet portal. Your manager will review and approve your timesheet and you will be paid by Bank Transfer on Friday of the following week.

## 14. When do I need to submit my timesheet?

The cutoff for timesheet approval is **11am on Tuesdays**. Any timesheets approved after the cutoff time will be included in the payroll for the following week. Since your manager will need time to review and approve your timesheet you should submit your timesheet as soon as possible after you complete your hours for the week.

## 15. Timesheet Cut Off

Timesheets must be submitted and approved before the timesheet cut-off, typically a few days before pay day. Timesheets received after the cut-off are included in the following weeks pay.

## 16. How do I get my payslip, P60 and P45?

Your payslip will be uploaded to the timesheet portal each week. Your P60 and P45 will also be uploaded to the timesheet portal at the end of the tax year and the end of your assignment respectively.

## 17. Will I be enrolled into a Pension and can I opt out?

You will be enrolled into our pension scheme in line with current legislation. You can opt out of the pension scheme if you wish to. The pension provider will send details of how to do this when you are enrolled.

## 18. How do I claim expenses?

If your manager agrees that they will reimburse you for expenses you should enter these on the timesheet portal where they are then approved by your manager. The cutoff time for expense claim approval is **11am on Tuesdays** and expenses are reimbursed via payroll on the following Friday. Expense claims approved after that time are included on the following week's payroll.

# HOLIDAY & SICKNESS

## 19. Can I take holiday during an assignment and do I get holiday pay?

You can take holiday during an assignment. You should agree to this directly with your manager and submit a holiday request on the timesheet portal.

Holiday pay is accrued from the beginning of your assignment and the amount accrued is shown on your payslip each week. You can be paid holiday pay up to the amount you have accrued at the time of your leave.

Your holiday year runs from the first day of your assignment. If your assignment runs for more than a year and you have an untaken holiday at the end of the holiday year, you may be able to carry over some holiday to the following year in line with statutory requirements.

## 20. How do I request a holiday?

To request a holiday you'll need to notify your employer in advance, preferably in writing. Check your employment contract for any specific procedures and discuss the dates with your employer to ensure a smooth approval process.

## 21. Do I get paid for Bank Holidays?

You are not automatically paid for Bank Holidays. You can request holiday pay for bank holidays via the timesheet portal up to the amount of holiday you have accrued.

## 22. What happens to unused holiday pay at the end of my assignment?

At the end of your assignment you will be paid all accrued holiday in your final pay.

## 23. What happens if I am unwell?

If you are unable to work due to illness or for any other reason you must contact **Harvey John** as soon as possible and by **10am** on each work day missed at the latest.

Temporary workers are entitled to Statutory Sick Pay (SSP). In order to qualify for SSP you must report sickness as above and provide proof of sickness. For leave of less than 7 calendar days, this can be provided by emailing details of the nature of your illness. If the absence lasts for more than 7 calendar days you need to provide a Fit Note from a Doctor or other Health Professional.

# THE END OF YOUR ASSIGNMENT

## 24. What happens if my assignment is extended?

As the agreed end date of your assignment approaches, Harvey John will contact your manager to find out whether they would like to extend your temporary contract and find out whether you are also happy to extend. If everyone is in agreement, we will agree a new assignment end date with you.

## 25. How do I give notice on a temporary assignment?

At the beginning of your assignment, you will be sent information which includes the agreed end date and notice period. If you wish to leave an assignment before the agreed end date you should contact Harvey John to give notice.


## FOR MORE DETAILS...

If you have any questions or require further assistance, feel free to reach out to our Temporary & Interim team who will be happy to help.



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