



# Compass



## Leading the way in contractor employment, engagement and payment solutions

### Benefits for:



#### CONTRACTORS

Compass provides contracting and employment solutions that are reliable, compliant and tax efficient - plus generous employee benefits.



#### RECRUITMENT AGENCIES

Compass provides support, advice and a professional service based on our deep understanding, experience and knowledge of the market.



#### END HIRERS

Compass provides innovative employment solutions that remove compliance risk and minimise employment costs.



# Compliant solutions for every work scenario



## **UMBRELLA EMPLOYMENT**

Simple, safe and compliant, providing workers with all the benefits of continuous employment.



## **PROFESSIONAL EMPLOYMENT ORGANISATION**

The innovative new PAYE solution that provides compliance with IR35 off-payroll rules, enhances candidate engagement, reduces employment costs and tax liabilities.



## **CIS SELF EMPLOYMENT**

Compass provides construction subcontractors with an accurate payment service that minimises tax and maximises take-home pay.

## **At Compass we believe in:**

### **Transparency | Efficiency | Integrity | Professionalism**

At Compass, we understand our clients. We know from our years of experience that, in the recruitment supply chain you need to be confident that your suppliers will provide a service to candidates that merits your trust and referral. We always aim to deliver a service based on transparency, efficiency, integrity and professionalism.

Our senior management team have many years of experience in the recruitment industry, so we understand your requirements and priorities. We therefore offer a range

of services to cater for all work scenarios, and pay levels. All of which come with the guarantee that your contractors are paid accurately, on time and in compliance with legislation and HMRC rules.

The recruitment industry is challenging enough without having to worry about how you engage and pay contractors. Working with Compass, it's possible to avoid the significant additional burden of processing payroll and managing the risk and responsibility of employment.



# Compass is accredited by Professional Passport

Compass is audited and accredited by Professional Passport, the largest independent assessor of payment intermediary compliance.

## Why choose Professional Passport accreditation?

- It is the only insurance backed accreditation, providing a £5m indemnity against debt transfer from an approved provider.
- The accreditation fees are set at a sensible level. Ultimately these fees are part of a provider's operating costs and higher fees can result in higher margins and lower take home pay for workers.
- Professional Passport have a deep understanding of not only HMRC guidance but other legislation that applies to the sector. They are often called on to advise on policy and legislation.

## The Professional Passport accreditation is the most comprehensive

- It tests against all relevant legislation, not just HMRC tax rules.
- It tests against recognised best practice in the sector.
- Requires complete transparency in information provided to contractors.
- Involves a 360 degree, wider market review as part of the provider's assessment.
- Covers all the solutions marketed by the provider.



# Umbrella Employment

With Compass Umbrella you can relax knowing that your workers will be paid accurately, on-time, and in compliance with HMRC rules. Contractors enjoy PAYE employment, with no administration for the agency or any other fee payer.

Workers benefit from full employment rights, like holiday pay, sick pay, maternity/paternity pay and a company pension. What's more, they maintain a record of continuous employment, which really helps when applying for loans and mortgages.

Compass umbrella is also responsible for all statutory employer obligations, such as establishing Right to Work and handling any disputes which result in employment tribunals.

Compass runs a daily payroll and can provide worker advances (with suitable authorisation).

We also ensure transparency of pay, with access to contractors' payslips and RTI reports to ensure all the correct taxes have been paid, giving you peace of mind.

Finally, Compass provides an assessment of your contractors needs and circumstances, and a 'best practice' recommendation based on our deep industry knowledge and experience.

## How does it work?

- Compass umbrella is similar to a PAYE employment status in that all necessary deductions are made at source. As far as HMRC is concerned, it has the same compliance as PAYE.
- First an uplifted pay rate is calculated (also known as the 'assignment rate') which takes into account statutory payments that the agency (or another employer) would otherwise be liable for.
- The uplifted rate includes holiday pay, employer's national insurance, apprenticeship levy and pension contributions on top of the agreed PAYE rate.
- The assignment rate becomes the gross rate paid to Compass who then detail the deductions ('employment costs') in the employee's payslip.





## Professional Employment Organisation (PEO)

Compass PEO enables end hirers and agencies to drive internal efficiencies and enhance candidate engagement, whilst reducing employment costs and tax liabilities.

The Compass PEO is also an effective solution to deal with:

- Contractors previously using Personal Service Companies who have been caught by IR35 and who are unwilling to operate under an umbrella contract.
- The complexity of calculating umbrella rates for agency consultants. Under PEO the rate quoted to the worker is PAYE plus Holiday Pay only.

### How does it work?

- Compass PEO enables you to pay contractors PAYE with a clear and simple payslip. Right to Work and handling any disputes which result in employment tribunals.
- Compass are the employer and provide workers with a full contract of employment. This provides all the benefits of worker employment, but with a simple charge back of employment costs to agency or end hirer, so avoiding the confusion that workers may experience with umbrella models.
- Compass is responsible for all statutory employer obligations, such as establishing

### Why is Compass PEO the best solution?

- Agencies and end hirers will want to ensure compliance with the substantial new employment and tax rules without
- a) disadvantaging skilled and valued contractors, and b) suffering a significant new administrative burden. Under Compass PEO:
- There is no charge to contractors. Agencies or end hirers are charged a simple admin fee.
  - Contractors currently working under their own Limited Companies (sometimes known as 'Personal Service Companies') are made compliant under a simple and streamlined invoicing process with one invoice for all.
  - There is no disruption to agency/contractor relationship.
  - Contractors receive a simple PAYE slip, reducing the confusion sometimes associated with more complex umbrella payslips.
  - Contractors are no longer caught by IR35 and are able to take PEO to any future assignment, if applicable, with continuity of employment.
  - Recruitment agencies and end hirers enjoy employment status compliance (for them and their long-term contractors) plus protection of their reputation.
  - For recruitment agencies, Compass PEO is an excellent addition to their proposition to new clients - ensuring compliance in a demanding new legislative landscape.

### Why refer workers to Compass Umbrella?

#### Support payments when they need them

Contractors can rely on Compass for sick pay, maternity pay or paternity pay when needed.

#### Online portal

Easy to join, manage timesheets and with access to all your payslips.

#### Dedicated customer care team

On hand to support you with queries about pay and tax.

#### Record of continuous employment

A record of continuous employment is really useful when applying for a loan or mortgage.

#### Holiday pay & company pension

Take paid leave and build up your pension for the future.

#### Free insurance

£10m employer's liability, £5m public liability and £5m professional indemnity.

#### Employee benefits and discounts

Access to online GP, health and well-being and access to plus thousands of retailers offering discounts and cashback.

#### Personal accident insurance cover

Peace of mind for workers knowing that they will be paid if absent from work due to injury.

#### Access to an IFA

No fee financial advice from a qualified and trusted partner Independent Financial Adviser.





## How does PEO compare with Umbrella employment?

Compass Professional Employment Organisation (PEO) is the new way for contractors to engage with recruitment agencies and end hirers. It's simple, guarantees compliance under IR35 and is popular with the whole supply chain.

	COMPASS UMBRELLA	COMPASS PEO	
<b>Payment flow</b> 	Agency pays Compass umbrella or Compass PEO (employer), who then pay the contractor.		<b>SAME</b>
<b>Admin and notifications</b> 	Contractors submit their timesheets to their agency, receive SMS notification of payment and all their detailed payslips are available to view in the portal.		<b>SAME</b>
<b>Margin/Fees</b> 	Compass Umbrella deducts its margin from payments made to contractor.	Compass PEO makes no charge to contractors, <b>its free!</b>	<b>DIFFERENT</b>
<b>Payslips</b> 	Umbrella payslips detail employee/ employer's/margin deductions, which unfortunately makes them complex.	Compass PEO provide simple PAYE payslips which are easy to understand.	<b>DIFFERENT</b>
<b>Tax &amp; National Insurance</b> 	PAYE tax, employee NI and employer NI is deducted (the rate quoted by your agency takes this into account).	Employee PAYE tax and employee NI (only) is calculated and deducted.	<b>DIFFERENT</b>
<b>Pension auto-enrolment</b> 	Employees are auto enrolled. Deductions are made for both the employee and employer contributions.	Employees are auto enrolled. Deductions are made for the employee contribution only.	<b>DIFFERENT</b>
<b>Apprenticeship levy</b> 	Deductions to cover the levy are taken from pre-tax payments.	Levy payments are not deducted from contractor's payments.	<b>DIFFERENT</b>
<b>Additional benefits</b> 	Contractors enjoy continuous employment, access to statutory benefits, insurance and the Compass Rewards scheme that includes health benefits, GP access and significant retail savings.		<b>SAME</b>



## CIS self-employment

Contractors in construction who are not subject to supervision, direction or control, are able to benefit from Compass CIS self-employment. Once they are registered with the Construction Industry Scheme (CIS) and pass the Compass SDC assessment, you have the assurance that they are compliant with HMRC's rules.

With Compass CIS, contractors receive a weekly payment net of CIS deduction, which is paid over to HMRC. They can keep a record of their weekly allowable work expenses and will be able to claim tax relief at the end of the year via a self-assessment tax return, which our experts can prepare on their behalf, should they wish.

For contractors who are new to CIS, our team can help guide them through the process of registering for CIS.

### Why use Compass CIS?

#### Construction specialists

Our team has over 15 years' experience supporting construction contractors.

#### Easy set-up, with no commitment

It's easy to register for Compass CIS. Contractors can use Compass on other assignment or take a break without any penalty.

#### Fast, accurate payment notification

Contractors receive an SMS when payment has been made to their bank account, together with confirmation of the net amount.

#### Complete compliance

Enjoy peace of mind knowing that Compass has taken care of CIS self-employment compliance.

#### Personal accident insurance

Compass can provide insurance to ensure contractors are paid in the event that they are injured through accident. Ask us for more details of coverage.

#### Tax efficient contract solution

The qualified accountants at Compass can provide a professional self-assessment that includes all allowable expenses, to maximise their tax efficiency.





# Compass Rewards

All Compass workers benefit from the industry leading Compass Rewards.

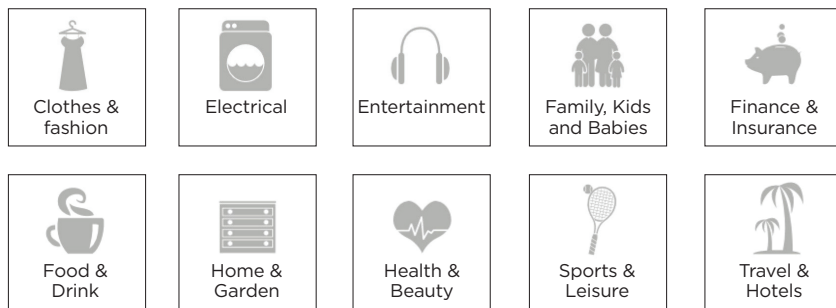
## Online GP

Compass Rewards GP helpline provides access to a qualified GP 24/7 and 365 days-a-year. You can choose to use the telephone helpline or the on-line face-to-face consultation service.

The GPs provide advice, reassurance or guidance on a wealth of medical matters, at a time to suit you. They can also issue private Prescriptions if required.

## Online shopping discounts

Enjoy discounts & cashback from over 2,000 retailers with Compass Rewards. Categories include:



## Retailers you can save with include:



## Savings at over 20 of your favourite restaurant chains:

Including Pizza Express, Zizzi, Miller & Carter as well Costa Coffee and Caffè Nero.

### In store shopping discounts

Vouchers providing up to 10% instant cashback.

### Local discounts

You will receive a card to use at local participating stores.

### Vouchers to print and save

Download and print direct from Compass Rewards.

### Reloadable cards

Load up and receive a cashback credit on your account when you shop.

### Cinema savings

Enjoy special rate cinema tickets for you and your family at Cineworld, Odeon and VUE cinemas, plus savings on popcorn and soft drinks!

## Other wellbeing

**Virtual gym:** stream live and on demand fitness and wellbeing classes to any device via the Internet.

**Free eye test:** at any one of the 80+ Optical Express clinics across the UK.

**Credit rating:** free report to help you ensure you are getting the best terms for loans etc.

**Legal helpline:** a free 30 minute consultation with Castle Keep Law.

**Retirement planning:** helps guide you through the retirement process, ensuring you are fully aware of your options.

## IFA services

Provided by FCA regulated advisers, Haven Protect Ltd, services include advice on:

- Mortgages/loans
- Pensions
- Investments
- Life assurance
- Critical illness cover
- Income protection
- Private medical insurance
- Wills & trusts





# Compass

Contact us to discuss how we can help you.

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