



British Council workers and Carbon60

Our relationship

Carbon60 support British Council by payrolling and supporting many of their workers on short term contracts. We work closely with Comensura who manage all of the temporary worker requirements for British Council and use their web based technology platform- c.net for all invoicing, assignment booking and timesheet authorisations.

Once British Council have offered you a role, Carbon60 will issue you with a contract, pay you for work completed on behalf of the British Council and answer any queries that you have about your contract, payments or timesheets. We want to ensure this is as easy and as simple as possible for you and therefore you have access to a dedicated team within Carbon60 who are responsible for looking after all British Council workers.

The c.net system allows you to easily and efficiently submit your timesheets on a weekly basis. These are then authorised by British Council, at which point Carbon60 will pay you for all work completed.

Registration – Residents of UK

Carbon60 manage a weekly payroll. All timesheets that are submitted and approved on c.net before 10am on a Tuesday will be paid the Friday of that week.

For payroll you will be set up as a PAYE worker:

- PAYE- where we engage workers in a contract for services and deduct tax and National Insurance at source. You will accrue holiday and be automatically entered into a pension scheme if you meet the criteria (more information below).

We will ask you to complete various registration forms and provide additional documentation to complete set up. There is a legal requirement to see physical copies of all key documentation such as; Proof of Right to Work in the UK, Proof of Address and Proof of National Insurance. This will be managed at the vetting stage prior to the start of your assignment.

To be set up as a PAYE worker you must have a UK bank account.

AWR – (UK residents only)

Agency Workers Regulations (AWR) came in to effect in October 2011. This legislation gives workers the entitlement to certain employment and working conditions as if they had been recruited on a permanent basis, if and when they complete a qualifying period of 12 weeks in the same job.

Pensions (UK residents only)

It is now a legal requirement for Companies to auto enrol eligible workers into a qualifying workplace pension scheme therefore if you request to be setup as PAYE you will automatically be auto enrolled into the scheme if you,



- Earn over £10,000 a year (£833 a month);
- Are age 22 or over but below state pension age;
- Are not already a member of a qualifying workplace pension scheme

If you are a taxpayer the government will also contribute through tax relief (your contributions are taken from your pay before tax is calculated). If you earn over £113 a week (or £490 a month), when you are auto enrolled, the minimum amount you will put into the scheme will be 5% of your earnings. Carbon60 will also contribute 3% to the pension on your behalf.

Holiday Pay (UK residents only)

If you opt to be set up as a PAYE worker you will accrue holiday pay, and in accordance with the Working Time Regulations 1998 you will be entitled to up to 28 days statutory holiday per year, including bank holidays. The exact number of the day's holiday you are entitled to will depend on your specific assignment and the 28 days statutory holiday may be reduced. The Carbon60 holiday year runs from January to December.

You can find out how much holiday you have accrued and can request holiday at any time by emailing the Carbon60 team. For the avoidance of doubt, it is not possible to work and receive holiday pay at the same time.

Registration – Residents outside of UK

For payroll you will be set up as a self-employed Consultant:

You will be engaged as a self-employed Consultant, and will be paid a gross amount. You will be responsible for paying tax and local contributions in your country of residency.

We will ask you to complete various registration forms and provide additional documentation to complete set up. There is a legal requirement to see physical copies of all key documentation such as; Proof of Right to Work and Proof of Address. This will be managed at the vetting stage prior to the start of your assignment.

You will use the c.net system to submit all timesheets and these will be approved by your manager. Carbon60 will pay you on a four- weekly basis.

You will be paid in Sterling (£) and therefore must ensure that you have a bank account which accepts sterling payments before completing your set up.

**This document is subject to change, in line with updates to regulations as outlined above.*