



**Introducing us**



## We are more than just payroll

Without comprehensive experience, ensuring compliance within the labour supply chain can prove timely and expensive to manage internally. It can also be difficult to keep your workforce productive with more and more compliance hoops to jump through.

We believe that our partners shouldn't need a fountain of knowledge in tax and employment legislation in order to avoid financial risk – that's our job! So in simple terms; we take control of the tax and compliance side of contractor engagement and payroll to ensure that contractors are paid **correctly, legitimately and on time.**

As part of our commitment to a fully compliant supply chain; our retained, specialist tax advisors and skilled management team meet regularly to ensure we are fully up to date with the latest legislation. Through regular meetings and online content sharing, we educate and assist you of any changes that may affect you, your business or your workers.

Streamlining our processes to work seamlessly alongside your operations is key in creating a simple and uninterrupted service, so we work with every businesses' individual requirements to create a process that works most efficiently for you. Require a quick turnaround of your invoicing? Our payroll team are on it. Need some legislation training for your team? Our product team can provide that too.

Businesses working in partnership with Bar2 can expect the very best support and communication from our team, who are passionate about keeping contractors happy. Our dedicated team will guide each and every candidate through every stage of onboarding, from registration to right to work checks, timesheet management and finally payment – all so you don't have to.

With years of expertise within employment categorisation, taxation and HR compliance, our teams provide much more than just payroll.



# Our processes

Our team at Bar2 run meticulous processes in order to ensure that the onboarding and payment of all our contractors runs as smoothly as possible, whilst remaining fully compliant.

# Contractor journey

We understand that the onboarding process for candidates can be a deal breaker when it comes to creating long-lasting and trusting relationships. With the contractor engagement stage arguably the most important for your workers, the Bar2 team and our streamlined processes are designed to provide in-depth, transparent and on-going support.

1

We receive a contractor referral from you via email to [registration@bar2.co.uk](mailto:registration@bar2.co.uk)

2

We send the contractor a welcome SMS inviting them to call in at a convenient time to register – of course, if we don't hear from them within a day, we drop them a call!

3

Our amazing onboarding team collect some preliminary details over the phone and complete the SDC and employment status questionnaires

4

Once the most appropriate payment method has been deciphered our team send a welcome email inclusive of everything they need to know about us, guides on submitting expenses (when relevant) and access to a full registration form and right to work submission link

5

Once the contractor has completed their online form and Right to work and KYC documents, our skilled team thoroughly check ID to ensure compliance and carry out the right to work checklist

6

When all is verified, the contractor is registered and receives a confirmation email!





# Payroll process – 2 simple steps

- 1** Using our example schedule, you send over the information of all workers who need paying from the previous week to our payroll team. Please note, we need this by latest close of business, Wednesday to ensure that payment is made on time!
- 2** Upon receipt of the schedule, we will send over an invoice so that payment can be made for Friday.

In order to ensure that contractors are paid on time, it is essential that we receive all schedules on Wednesday. We understand that sometimes, for a variety of reasons, contractors may be missed from a week's schedule but still require payment on Friday. We do our best to accommodate for these unplanned occasions, however the very latest that we can process advance requests is 3pm Friday. Any subs received after this time will be paid the next working day.

## Expenses

For those who are eligible and are being paid via our Umbrella product, expenses can be tracked and claimed weekly using the [My Digital Accounts](#) app. Alternatively, those that aren't eligible or are on PAYE+ can track their expenses throughout the year using the same app and the Bar2 team are then able to assist contractors in completing a P87 form or self-assessment at the end of the tax year; enabling them to receive a tax rebate.

Eligible contractors on Umbrella must submit expenses by 12pm on Wednesday before they are due to be paid – any that are late are processed the following week. We have some super helpful video guides for contractors showing exactly what can be claimed and how – your contractors can send us a [WhatsApp](#) and we can guide them should they need assistance!

# Our products

We understand that managing the categorisation of a dynamic workforce can be challenging. Our team are skilled to decipher the most applicable and compliant payment method, no matter the employment status nor industry of your team.



# Umbrella & PAYE+

Here at Bar2, we take on all the stresses that being an employer brings. Through our Umbrella and PAYE+ products, we manage all HR & employment responsibilities for our partners and act as a standard PAYE model for contractors that's simple to understand. Forget pension enrolment and contributions, employment tax, holiday pay, SSP and legal responsibilities that would normally lie with you as an employer. Our qualified and experience team utilise specialist payroll software to calculate and process accurate tax deductions; guaranteeing legitimate, compliant and timely payments and leaving contractors without the stress of unexpected tax bills. To keep your contractors in the loop; every payment we make is completed with a text message confirmation, notifying every individual that their wages have been processed.

Contractors engaged through our Umbrella product are enrolled in an overarching contract which allows those who are not under SDC (or are multi-site) to claim weekly expenses. For those who aren't eligible to claim expenses or don't have expenses to claim, the PAYE+ product offers the most simple payment method as employment costs are agreed and managed separately between you and Bar2 before onboarding. This means clear rates, a slightly higher Net pay and a straightforward payslip with no confusing deductions or reconciliation statements – just simple tax and NI. Engaged through an employed contract, employees of Bar2 will also benefit from full IR35 exemption as sufficient PAYE deductions are paid automatically across to HMRC.

As part of our commitment to a safe and protected labour supply chain, we cover all Bar2 employees with industry leading Personal Accident Insurance to ensure peace of mind for you and your workers.

## Contractor benefits

- Clear pay rate
- Simple payslip
- Employed status
- Statutory PAYE employee benefits
- Fully insured with PI, PL, EL insurances
- Support dedicated account manager and onboarding team
- Simple, continued employment on all future assignments via Bar2





## Contractor benefits

Clear pay rate  
Self-billing invoice  
Self-employed status  
PL Insurance provided

Support dedicated account manager and  
onboarding team

Simple, continued employment on all future  
assignments via Bar2

# CIS

If you are engaging with self-employed workers within the Construction or Rail industries; then our CIS service is the perfect solution. Contractors are guided through a Bar2 assessment which determines suitability for self employment and identifies whether or not they are under supervision, direction and control.

The CIS scheme is a simple system that deducts tax at source of the sub-contractor's pay. The worker simply registers for the CIS service online, at which point HMRC will issue a Unique Tax Reference (UTR) number, which the worker will then register under the CIS scheme. Once we have a worker's UTR, we can verify through the government gateway and confirm the tax percentage to be deducted (gross, 20% or 30%). We calculate and deduct the right amount of tax every time a worker is paid. This means that if their income comes only from Bar2, it is likely they will get a rebate when they complete a self-assessment tax return and all contractor payments to the HMRC will be up to date!

We treat everyone as an individual, and provide help and information based on each contractor's own circumstances, skills and experience. If they need help understanding their tax? No problem, we'll take the time to show them how it all works. If they want help finding the best Self-Assessment possible? We can help with that too. We can raise invoices, collect timesheets, chase payments and do everything we can to make life as easy possible for our sub-contractors. Everything they need to get paid can be handled by us.

We offer support every financial year in closing off end of year accounts and make sure that all tax and national insurance contributions have been paid - it's never been easier to work with Bar2 as a sub-contractor!



# IR35 Protect



Here at Bar2, we are going above and beyond in ensuring that the UK's businesses have the correct support and advice required to guide them through the IR35 reform. Our collaborative assessment tool provides partners with the means to assess their workforce and manage the employment status risks within their supply chain.

We assess your current contracts, job roles and working conditions inline with recent legal developments and tribunal rulings to ensure our processes are current. Once you're happy with the initial indicative determination statuses, we work directly with your contractors to answer further questions on their assignment and establish if they themselves are providing their services outside of IR35.

Our team keep an eye on timeframes and make sure that your project managers and contractors are singing from the same hymn sheet - meaning assessments are completed accurately, taking reasonable care all round (and even reassessment if required!). Assessments completed and financial and compliance risks reviewed, we then agree with you the final sign off before contractors are emailed their client branded SDS.

We take the time to thoroughly explain all relevant contractor engagement options (depending on individual status outcomes) to contractors and manage all communications, disputes and questions regarding their engagement options. Once their SDS is issued, new engagement contracts are agreed and signed - your workers assignment is now IR35 compliant and all financial risk of the Fee payer and End-hirer are underwritten with a comprehensive insurance policy.

Limited  
company  
support

For those who engage via their own limited company but prefer the security of trading via a staffing business, Bar2 can ensure compliance and protection from IR35 penalties.

To find out more about our IR35 Protect service, feel free to download our [full brochure](#) or contact our Product Manager, [Laura](#)!

# Our people

We truly believe our people are our biggest asset. Our growth culture shapes every member of our team as we equip them with the knowledge and skill, they need to assist our partners in the most efficient and educated way possible.



# Our people

Our dedicated team will guide you through your service at Bar2.



**Joss Lowery**  
Managing Director



**Anna Wilk**  
Operations Manager



**Laura Moore**  
Product Manager



**Jo Rowley**  
Marketing &  
Communications Manager



**Emma Wheaton**  
Head of Onboarding



**Arron Phillips**  
Business Development  
Manager



**Brendan D'Souza**  
Head of Payroll

# Our support

We are experts in employment legislation, tax law and accounting. Knowledge is power, so we ensure our advice and services are accessible and transparent to all our partners.

# Key Information Document

As part of our commitment to ensuring a compliant supply chain, we ask that all of our partners continue to provide workers with a Key Information Document upon commencement of projects. The government Good Work Plan states that all workers have a right to obtain a written statement of main terms (SMT), which details:

**Time:** How long the job is expected to last (or state the end date of a fixed-term contract)

**Hours:** Terms relating to normal hours of work. This includes day of the week the worker will be required to work, plus whether these days/hours will vary

**Notice:** How much notice is required from both the employer and the employee

**SSP:** Details of eligibility for sick leave and Statutory Sick Pay

**Leave:** Details of any other types of paid leave, including family-friendly leave

**Probation:** Duration and conditions of any probationary period

**Remuneration:** Details of any remuneration

**Shifts:** Which specific days and times workers are required to work

**Training:** Training entitlements, requirements, and whether it'll be paid for by the employer

**Benefits:** Details of other employee benefits, not just those relating to pay

For support in KID creation, feel free to chat to your Account Manager.



# National minimum wage

In response to the economic situation following Covid-19, the National Living Wage (also known as the National Minimum Wage) was increased in April 2021 in an attempt to support individuals effected by the pandemic, and to protect and support businesses financial stability; providing hope for the next few years ahead.

As your payroll supplier, we have processes in place to keep track of National Minimum Wage for workers, and we take all the necessary measures to ensure that contractors are paid legitimately. As a hirer however, it is important that you take the same obligatory steps to safeguard your workers. Therefore to remain compliant, you should be:

- Monitoring and keeping up the date with the annual increases and applying these to your employees.
- Regularly updating payroll databases in relation to employees' birthdays. For example, updating payroll when an employee reaches milestone ages such as 18, 21 or 23.
- Ensuring that when entering a salary sacrifice scheme, the worker's hourly rate isn't lowered below the minimum wage (pension, cycle-to-work schemes, company car).
- Ensuring your employees are paid the correct rate in any transition of job role. For example, the increase in pay from apprentice rate to normal salary.
- Ensuring work materials such as uniform or tools aren't deducted from an employee's payslip.

Failing to comply with the HMRC minimum hourly rates can result in penalties of up to £20,000 per worker, alongside the repayments of any underpayments to the specified employees affected.

## NMW Rates

Rates from April 2021

Age bracket	Rate
Apprentice	£4.30
16-17	£4.62
18-20	£6.56
21-22	£8.36
23+	£8.91

# Our insurances

Life can take some unexpected turns, so we're here to offer peace of mind for you, your workers and their families.

# Personal accident insurance

We understand that accidents happen. Taking time off work to recover following an injury can be of huge detriment to contractors physically, mentally and financially, so we include personal accident insurance for every person we pay.

Our 24/7, worldwide personal accident policy covers workers in the event of death or serious injury as well as for a range of other covers including hospital stay and rehabilitation costs.

## What is insured?

The primary value of the cover is providing financial benefits following death or permanent injuries resulting from an accident, with a range of secondary covers included too. Our policy pays benefits in accordance with the policy wording, in the event that a worker

- dies or suffer a permanent disability; or
- needs to stay in hospital; or
- requires rehabilitation support; or
- is temporarily unable to work as the result of an accident

We believe that offering this kind of free support to our contractors is just a small way that we can help maintain peace of mind for workers, who are often working in a physically challenging and dependable roles.

For more information on our Personal Accident Insurance, check out our information booklet [here](#).

In partnership with

**CHUBB®**







## Driver's negligence cover

As an agency, supplying temporary drivers to your clients can be fraught with risk and whether it's for an LGV or HGV driver, you will likely be required to provide a copy of your driver's negligence policy before firms proceed to enter a contract with you.

An extension to public liability or professional liability insurance, driver's negligence provides cover against claims in respect to accidental damage caused to an agency's vehicle, whilst being driven by an agency supplied driver.

**Here at Bar2, we offer complimentary drivers negligence cover to all driving agencies that choose to partner with us.**

This means that if any one of your temporary drivers accidentally damages your business' vehicle (for example, scraping the paintwork or hitting a bollard), Bar2 will indemnify you for the negligent acts of the temporary driver supplied by us that has resulted in the loss or damage to the vehicle.

Your business will then be able to claim up to £5000 for losses or damages.

If Driver's negligence cover is of relevance and benefit to your business, please feel free to download and complete a copy of our [Drivers negligence agreement form](#) and return to your Account Manager so we can set you up for cover.

# Who we are

Our culture sets the foundations for honest, tangible and long-term partnerships. Our teams live and breathe our values in every decision, SOMETHING and action we make.

We are growth. We are leadership. We are Bar2.



# Our SMART philosophy

The Bar2 SMART philosophy is ingrained into our team and our daily processes to guarantee an honest, simple and reliable service.



## **Supportive**

We strive to create a safe, supportive and engaging environment for both our teams and our customers



## **Masters in innovation**

We anticipate and embrace change and react creatively to ease our customers through the payroll journey



## **Ardent**

We are passionate about what we do & are committed to the fantastic service that we provide to our customers



## **Reliable**

We deliver on our promises to be flexible and accommodating to your processes and systems to ensure you are paid correctly and on time



## **Transparent**

Openness and accountability with our customers and colleagues is at the core of how we operate







The silver accreditation recognises that Bar2 has an environment in which:

People appreciate the exceptional way the organisation is led and believe that leaders set an excellent example.

The culture within the organisation brings people together on all levels.

People feel trusted to make decisions within their roles, leading to great autonomy.

People feel appreciated and recognised for good work.

People have opportunities to develop and upskill.

We hold excellent relationships with our stakeholders, ensuring every chance of sustainable outcomes.

## Investors in people

Here at Bar2, we believe our people are our biggest asset and the commitment, flexibility and hard work of our incredible Bar2 team is the fundamental reason why we continue to run successfully today.

The introduction of remote working to our daily lives has called on our teams to demonstrate their adaptability, reliability and trust in our business to continue to function as efficiently as possible.

Through this transitional period, conversations surrounding how we lead, inspire, empower and reward our amazing team for their continued support has been at the forefront for our leaders as we move through this cultural shift. With a stronger focus on employee work-life balance; creating happy, confident and empowered people is our goal.

We strive to establish and prioritise people's personal goals; to inspire them to be confident in their opinions and contribution towards important conversations; and to coach them through their career journeys - encouraging recognition and incentives for achieving those goals along the way.

The **Investors in People** accreditation acts as the global benchmark for people management and have accredited more than 50,000 organisations in 66 countries worldwide. Using a comprehensive framework assessing leadership, support and improvement; this accreditation is designed to recognise and influence businesses to create working environments that encourage the best in people.

Following a meticulous study of our operations, and the career paths, relationships and attitudes of our very own Bar2 team, we have officially been awarded the Silver accreditation. This prestigious accreditation is a great reflection on not only the transformation of our business, but also provides a key indicator of how Bar2 is set to evolve over the coming years!

## Company information

Address:	The Junction, Station Road, Watford, WD17 1ET
Phone:	01923 690910
Email:	<a href="mailto:hello@bar2.co.uk">hello@bar2.co.uk</a>
Company Reg no:	4281845
VAT no:	785072116
UTR no:	9349716569
Account name:	Bar 2064 Ltd
Sort code:	50-00-00
Account number:	20658370
Dedicated contractor	07411 398910
WhatsApp support:	

## Useful stuff

We've popped you onto our email list as our marketing team send out a monthly round up of industry and legislation updates that tend to be really useful. There's also regular competitions that you'll now be able to enter too – if you're not interested feel free to just remove yourself here (or drop your account manager a reply and we can remove you!).

## Find us online



## Team Composition

### Onboarding support

4

Account Support

5

Onboarding Support

### Payroll

3

Payroll Leaders

3

Payroll Assistants

### Sales

3

Product & Business Development  
Manager