

JOINT EMPLOYMENT RESPONSIBILITIES

Action	People Group	Agency
Obtain other personal info	✓	
Issue personal illustration	✓	
Issue employment contract	✓	
Issue data processing info and obtain consent	✓	
Obtain Employers & public liability insurance	✓	
Pay employers national insurance, pension, app levy	✓	
Calculate and administer Holiday pay	✓	
Pay employee's PAYE, NIC's & pension	✓	
Submit RTI	✓	
Make payments to HM Revenue & Customs for deductions & app levy	✓	
Administer employers pension scheme	✓	
Make pension payments	✓	
Source and administer employee benefits package	✓	
Administer and pay statutory obligations	✓	
Resolve payslip queries	✓	
Employment and legal support	✓	
Resolve operational and disciplinary issues		✓
Right to work checks		✓
Identity checks		✓
Obtain professional indemnity insurance		✓
Qualification checks		✓
Experience requirements		✓
Reference requirements		✓
Find assignments		✓
Check AWR requirements		✓
Issue assignment and Key Information Document		✓
Issue and receive timesheets		✓
Invoice hirer for salary costs and uplift + agency mark up + VAT where applicable		✓
Receive payment from hirer		✓
Pay People Group salary and employment costs		✓

