

# EMPLOYING AN INDIVIDUAL

Guide



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## A guide

The below is a step-by-step guide on how clubs should go about employing an individual into your club.

- Check you have appropriate funding to bring someone on as an employee and what you plan to pay them. This must be at least national minimum wage: National Minimum Wage and National Living Wage rates - GOV.UK ([www.gov.uk](http://www.gov.uk))
- Check what type of role you need. Will this be a permanent staff member or will this just be for a fixed period (e.g. working for 6 months over a specific event).
- How many hours will you need them for? Review work required, could set a minimum number of hours with a view to increase based on workload.
- Draw up a job description or person specification for this role. Speak with your partnership manager or Georgia Wilson (our dedicated HR consultant) if you need support on this as they may have pro-forma templates for descriptions/ specifications.
- Recruit for the role; you can use the Sport's website, the individual club website, job advertising sites such e.g. ST Jobs (this will have a fee to use.)
- Set up interviews with candidates to ask questions relating to their experience and why they would like to work with the club.
- Draw up an offer letter for the perspective chosen applicant. Make the offer conditional based on them having appropriate references, right to work and any DBS checks.
- Make sure that applicant has appropriate right to work in the UK: Employers' right to work checklist - GOV.UK ([www.gov.uk](http://www.gov.uk))
- Make sure any other necessary checks are completed and clear (e.g. DBS checks).
- Check if this employee would be eligible for auto-enrolment to pension Scheme. The eligibility for auto-enrolment is as follows:
  - If the employee is over 22 and earns over £10,000 you must automatically enrol them in your pension scheme and confirm this with them in writing. If they are between 16 and 21
  - they can opt in to the pension scheme, the contributions you make will depend on the details of your scheme and how much they are paid.
  - If the employee earns less than £6,240 they won't be automatically enrolled into your workplace pension scheme. However, if they are aged at least 16 and under 75 they can ask you to give them access to a pension to save into. You are obligated to accept this – and to arrange for them to join. But you don't have to contribute to it.
  - If they earn between £6,240 and £10,000 (inclusive) they won't be automatically enrolled into your workplace pension scheme. But they do have the right to opt in. If they join the scheme – provided they're aged between 16 and 74 – they'll qualify for the minimum level of employer contributions.
  - They can opt out of auto enrolment but asking for an opt out form which will come from the pension provider.
  - The employee does not need to do anything if they are auto enrolled, you would need to speak with your pension provider about this. They would only need to take action if they want to opt in, you should speak with your pension provider about an opt in form.

### GET IN TOUCH

If you have any questions, or would like further support, please get in touch with Georgia Wilson by calling 0141 221 2984 or by email at [georgia.wilson@aab.uk](mailto:georgia.wilson@aab.uk).

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- Draw up the employment contract, speak with Georgia Wilson from AAB People for support with the contract is required. It is important to remember to provide the employment contract before or on day one of employment.
- Inform HMRC of your new employee and set them up on your payroll prior to them starting with the business. Tell HMRC about a new employee: Overview - GOV.UK ([www.gov.uk](http://www.gov.uk))
  - Get employee information to work out their tax code - if you do not have their P45, use HMRC's 'starter checklist' (which replaced the P46).
  - Find out if they need to repay a student loan.
  - Use these details to set up your new employee in your payroll software. Speak with an accountant for support if you are using a payroll system for the first time. Our HR consultants, AAB People, have a payroll division that would be able to provide support or set up the payroll for you. \*This is not included in our current agreement and so you should discuss costs of this with Georgia Wilson or your Partnership Manager. \*
  - Register your employee with HMRC using a Full Payment Submission (FPS).
- Make sure you have an employee handbook or relevant policies in place, please speak with Georgia Wilson if you are not sure which policies you require.
- Have a time period set for an induction for the employee once they arrive so they can familiarize themselves with the ways of working with the club.

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