

JacksonStone & Partners

Contractor FAQs

Our Timesheeting Process

You will log on to Invoxy each week and complete a timesheet. Once you submit the time for approval, Invoxy will automatically send a request to our client to approve your timesheet. At the end of each month, Invoxy will calculate what you will be paid according to the client-approved timesheets. Invoxy automatically generates an invoice from you to JacksonStone & Partners (a buyer-created tax invoice or BCTI). We ensure we pay you based on this invoice within six working days from the end of the pay period. Please see our Contractor Payment Schedule on the '[Resources and Invoxy FAQs](#)' page of our website for details on each upcoming pay period.

Payment is only for the hours you work and that are approved by our client.

As a contractor, you are not paid for time that you may take off. This includes breaks during the day such as lunch, non-work commitments, or if you are unwell. You are not paid for statutory holidays unless you work during these holidays and these hours are approved.

Withholding Tax

As of 1 April 2017, we are required by Inland Revenue to collect Withholding Tax. This applies whether you trade as an individual or company. To facilitate this, please complete the IR330C form in your Invoxy Onboarding.

You need to have Professional Indemnity & Public Liability Insurance

This is required for hourly and daily rate contractors. If you have your own insurance cover, we will need to see that the details meet our requirements. If you do not have insurance or the required level of cover,

you will be covered by our policy via an 80 cent per hour contribution. This is deducted from your monthly payment.

GST and ACC

You are responsible for meeting your own GST and ACC obligations. There is information on your responsibilities on the IR and ACC websites. If you are still unsure, please seek professional advice on your situation.

Below are some helpful answers to questions we often get asked:

- **As a contractor you are not an employee.** – The Contract for Services agreement is not an employment agreement. It is a commercial agreement between you and JacksonStone & Partners.
- **The Restraint of Trade clause.** – This clause is not quite as it sounds. We are not wanting to restrain you from any future work. The clause requires you to tell us of any future work you are offered with our client, which has originated from our initial introduction. This includes any contract extension or any permanent opportunity, even if resulting from an internal advertisement. This legal requirement is for 12 months after the end date of your assignment. This is a legal obligation that we are happy to explain in more detail if you wish. It does not apply to any relationship you had prior to our introduction.
- **What if I want to leave the contract early?** - As a professional contractor you are committing your time to complete the assignment that you have agreed to for our client. Our client has planned for your engagement for a certain period and is seeking your commitment to complete the work they require. This is the nature of this type of work. Because of this, there is no formal notice period in the agreement. However, if your circumstances do change during the assignment, then communication is key to a successful outcome. Please communicate any changes to us as early as possible to allow contingency measures to be put in place, so we can work to find a satisfactory solution for you and the client.

- **Yes, you can be released with no notice period.** - A client engages you as a contractor for an indicative time period to complete a piece of work they cannot find resources for internally. However, if our client's circumstances do change they may no longer require your services. They may release you earlier than planned. This can happen at short notice. As compensation for this uncertainty, our client typically agrees to pay you an hourly rate more than that of an equivalent, full-time employee doing the same work.

For contractor payment queries please contact Eva Baldwin:

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