**Travel New PTA Process**

This document covers the process to follow when onboarding a new Personal Travel Agent (PTA).

This provides a summary covering the key differences between the standard new contractor process and the Travel new PTA process.

**Non PTA Travel Contractors**

Non PTA travel contractors follow the full eploy to IFS contractor process.

**PTA Travel Contractors**

For PTAs, they continue to be onboarded and managed in the normal way, with the following amendments.

1. Contractors are asked to complete the **contractor information form** to provide the information required to manage through eploy into IFS.  This captures the personal information needed to set up the eploy record, and the due diligence information that would normally be completed as part of eploy registration / application / onboarding actions.
2. Recruitment Hub / manager checks the form for completeness before sending on to HR admin for filing on the IFS contractor record.
3. Recruitment Hub / manager completes the **Employment Status Questionnaire** actions, ie, the HMRC CEST tool, and sends the results to PSG Admin.  Details on this can be found in the attached document.
4. All PTAs are required to show valid **right to work** document/s.  The manager / other to take a copy of the documents, then sign and date to confirm they have seen the original.  Refer to the document on colleagues connect for right to work guidance – under Useful Documents.
5. PSG Admin will manage the contractor through from **eploy to IFS** to create the IFS contractor record.
6. Any **documents** relating to the new PTA should be emailed to PSG Admin for loading onto the IFS contractor record.  This includes the valid right to work and signed contract.

**Ongoing Management**

Status reviews, extensions, and terminations as normal contractor processes, ie, manager action and then admin action for extensions and terminations.

Whilst the status reviews and extensions need to be performed by the contractor’s IFS manager, terminations are currently form based and so can be delegated to a Recruitment Hub team member.

Full details of all processes can be found on the contractors section on colleagues connect - <https://colleaguesconnect.midcounties.coop/how-to/contractors/>

***END OF GUIDANCE***