

A woman with her hair in a bun is looking at a laptop screen in an office setting. In the background, another person is visible, smiling. The image has a teal overlay on the left side.

people

A CONTRACTOR'S GUIDE TO PEOPLE UMBRELLA

February 2020

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People Umbrella

We've been providing umbrella payment services to businesses across the UK for the past 15 years, acting as employer for thousands of individual workers.

We offer a secure and reliable service which ensures contractors are paid on time, every time. Read on to find out exactly how People Group Umbrella works for you.

How does it work?

When you sign up with People Group, we sign an agreement with your employment agency or end client and provide you with a contract of employment. You then become an employee of People Umbrella.

We'll ask your agency or end client to submit a weekly (sometimes monthly) timesheet detailing the hours you have worked and the rate of pay. We then send an invoice to your agency or end client.

We of course make all legal deductions such as PAYE tax, National Insurance and pension and any other requirements we have been made aware of (such as maintenance payments or student loan). Once all deductions are calculated we provide the remaining funds into your designated bank account. You'll get a weekly payslip and assignment reconciliation statement to show all calculations and we'll report everything to HMRC.

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**Sign up with
People Group**

2

**Complete your
shifts at work**

3

**Your agency send
us your timesheet**

4

**We make all
legal deductions**

5

**You get paid and receive
a detailed payslip**

Employment benefits

As an employee of People Umbrella you'll get the benefits associated with full employment status such as holiday provision, pension, and all statutory payments (e.g. Paternity & Maternity pay). We also provide a comprehensive range of benefits via the My Wallet benefits platform.



Full statutory employment rights



Professional insurances



Plain and simple payslip & deductions



24/7 access to online portal



Government Pension scheme



Access to a dedicated support team



Weekly payments by 9am



Free set up with no exit costs or minimum period

My Wallet benefits

As well as the benefits listed above, we also provide a comprehensive benefits platform called My Wallet. Each time you are paid we'll award loyalty points which you can save up to use on the benefits you'd prefer.

Including:

- ✓ Anytime wages
- ✓ Medicash health plan
- ✓ Tastecard+
- ✓ Thousands of CPD courses
- ✓ Fitness plans
- ✓ High street discounts and rebates
- ✓ Cash rewards

[View the full range here](#)

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"MAKING PAY
MORE REWARDING."

*My*Wallet.

How do I sign up?

You can send us some details using [this form](#) and we'll get back to you at a time that is convenient for you. When we call you back please make sure you have your National Insurance number and account details to hand. It's useful if you have the name and email address of your recruitment consultant too. The phone call should last for no more than 10 minutes.

What does it cost?

Our standard gross margin is £15 per week. However, we do recommend that you check when you register as there can be some variance depending on a number of different factors.

What will my take home pay be?

For an accurate picture of your likely take home pay we are able to provide you with a pay illustration prior to the start of your assignment. Either send us an email registrations@peoplegroupservices.com or give us a call **0345 034 1530**. Please make sure you know your rate of pay, current tax code and the weekly hours that you will complete.

What will my employment status be?

Employed. When you sign up for our umbrella service you'll become an employee of People Umbrella Ltd. You'll have a contract of employment and terms and conditions to accept before the assignment start date. As an employee you have access to holiday provision, statutory payments (E.g. maternity/paternity), pension and a host of other benefits.

How do I know if it is compliant?

We've been providing payroll for almost 15 years trading under the strapline Compliance without Compromise, and in that time we've provided over 10 million payslips. So you'll be in safe hands.

We always advise you to do your homework to make sure you work with a legitimate payroll provider. You should look out for industry quality marks such as Professional Passport, TEAM and APSCo (we are members of all of these). If you see a payroll provider offering 90% take home pay, steer clear, it won't be above board and you could end up being investigated by HMRC at a later date.

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Got a question for us?

Understanding exactly how you are paid matters. That's why we do everything we can to be as clear and transparent as possible along the way. However, if you have a question don't hesitate to get in touch.

clientcare@peoplegroupservices.com

0345 034 1530

peoplegroupservices.com



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