



UMBRELLA INTRODUCTION





Introduction

Thank you for your interest in becoming an employee of ICS Umbrella.

Please find below some important information about your employment through ICS Umbrella Ltd. We appreciate this can be a lot to take in, therefore we have a [Document Hub](#) which is full of useful information such as what expenses you may be able to claim and how, FAQs and your employee handbook.

If you have any further questions, please don't hesitate to call a member of the team on 0800 195 3750 (Option 1).

What are the benefits?

- You will gain access to an employee portal where you can view a whole range of retail discounts, Health and Wellbeing amenities
- Access to a dedicated payroll team, available daily
- We'll take care of the invoicing and payroll and pay you your salary once your agency has made payment to ICS Umbrella Ltd
- We are FCSA Accredited Members – meaning we are fully compliant with all laws and legislations and are audited annually
- You will be covered by our insurances

What are the key facts?

- You will be employed through ICS Umbrella Ltd, entering into an overarching contract of employment.
- As an employee of ICS Umbrella you are entitled to statutory employment rights (such as maternity, paternity leave, statutory sick pay etc.)
- You are required to complete a right to work and identity check, to become an employee of ours
- ICS Umbrella Ltd become your employer and must cover employment costs such as Employers National Insurance, holiday pay, pension contributions and Apprentice Levy.
- Your rate of pay is what's known as an 'uplifted' rate of pay. This means that your agency has uplifted your hourly/daily rate of pay to cover Employment Costs such as Employers National Insurance, holiday pay, Apprentice levy and pension deductions.
- ICS's holiday year runs from 1 January to 31 December. You are entitled to 28 days' holiday during each holiday year, which includes the usual public holidays in England and Wales.
- You will be given the option to have your holiday paid to you in advance or accrued and either way you choose to have this paid, payment for holiday will be calculated in accordance with the applicable legislation in force at the time you take your holiday.
- You will be auto enrolled on your 10th week of being employed through us.
- As an employee it is important to keep us updated of your circumstances (I.E change of bank details, address, ID or right to work expiry)
- There are no tie-in periods with Umbrella company's, therefore you can join us whenever you wish – even if you are in the middle of your assignment
- If you work through multiple agencies – we can assist you with this.
- Rules around expenses can differ depending on the assignment you are working on. You can view our full expenses policy on the document [here](#).
- Margin: This is what we retain for running your payroll, providing you with your rights and also your insurances. This will be shown on all of your payslips and illustrations and is only retained as and when we are running payroll for you.
- The Apprenticeship Levy: This is set at 0.5% and is a contribution to fund apprentices within the UK.

Ready to register?

Once you are ready to join ICS Umbrella, you can register by [clicking here](#) or call a member of the team on 01524 580720 (Option 1) and the team will be more than happy to assist you.



www.icsuk.com | 0800 195 3750

Lancaster Business Park | 2 Mannin Way | Lancaster | LA1 3SU