



UMBRELLA PAYSLIP GUIDE



UNDERSTANDING YOUR ACCRUED HOLIDAY PAYSリップ

ICS Umbrella Ltd Income Statement for Test Payslip						
1 Company Income received			2 Assignment Rate(s)			
Company Income and Costs	1200.00		Units	Rate	Total	Agency/Description
Apprenticeship Levy	4.49					Description
Employer's NI	120.44					
Employer's Pension	23.37					
Accrued Holiday Pay Deduction	75.57		5	240.00	1200.00	Agency
Accrued Employment Costs on Holiday Pay	20.07					Invoice
Company Margin	24.00					

3 PAYSIP					
Employee Name	Employee Number	NI Number	Tax Code	Pay Date	Periods
Test Payslip	ILLUSTRATION	ILLUSTRATION	1257L X	14/04/2026	1

4 Payments				5 Deductions	
Description	Units	Rate(£)	Amount(£)	Description	Amount(£)
Basic Rate	40.00	12.71	508.40	PAYE(Income tax)	123.60
Additional Taxable Wage	1.00	390.71	390.71	Employee's NIC	52.57
				Employees Pension Deductions	38.96
Total Payments			899.11	Total Deductions	

6 ICS Umbrella Ltd		7 This Period		8 Year to Date	
PAYE Reference	120/RE58899	Total Taxable Pay	860.15	Total Taxable Pay	860.15
Tax Period	2	Earnings for NICs	899.11	Total Nlable Pay	899.11
Period Ending		Expenses	0.00	PAYE Income Tax	123.60
Pay Frequency	Weekly	Net Payment	683.98	National Insurance	52.57

9	Total Payment (£)	683.98
---	-------------------	--------

10	Address: Test Payslip Test House Test Street Test Town XXXXXX
11	Message: Accrued Holiday Pay Balance Figure and Accrued Employment Costs will be shown here.

1 COMPANY INCOME RECEIVED

Company Income and Costs: The amount which ICS Umbrella receives from the agency/end client.

Apprenticeship Levy: Mandatory levy which is paid to HMRC.

Employer's NI: The National Insurance contribution which all employers are required to make.

Employer's Pension: Contributions will appear here when enrolled in line with auto-enrolment legislation. If you have chosen to opt-out of the pension scheme, no deductions will be shown here and this will therefore not impact your take-home pay.

Accrued Holiday Pay Deduction: Provision made for your holiday entitlement. This is 12.07% of your gross payment.

Company Margin: The amount retained by ICS Umbrella to provide the umbrella solution. The margin is agreed with your agency and therefore may differ dependent on the agency you use.

2 ASSIGNMENT RATES

Units: The number of hours/days worked.

Rate: The umbrella rate of pay, uplifted to cover employment costs.

Total: The total units multiplied by the rate.

Agency/Description: Name of Agency/End Client

Description: Description of payment

3 PAYSリップ

Employee Name: Your name.

Employee Number: Your unique ICS Umbrella employee number.

NI Number: Your National Insurance Number.

Tax Code: This shows the amount you can earn before tax is deducted from your wages.

Pay Date: Date payment was made into your bank account.

Periods: Tax periods processed in this payment, i.e. weeks/months.

4 PAYMENTS

Basic Rate: Number of hours worked at least to the national living/minimum wage.

Additional Taxable Wage: The additional taxable wage above national living/minimum wage to make up gross pay.

5 DEDUCTIONS

PAYE (Income Tax): The amount of personal tax deducted from your salary.

Employee's NIC: The amount of NI deducted from your salary.

Employee's Pension Deductions: When auto-enrolled in the pension scheme, your employee contributions appear here at the current percentage rate. If you have chosen to opt-out of the pension scheme, no deductions will be shown here and this will therefore not impact your take-home pay.

6 ICS UMBRELLA LTD

A summary of the ICS Umbrella PAYE reference, the tax period in which your payment is processed, the week/month that your payment relates to, along with the frequency you are paid as set by the agency/end client.

7 THIS PERIOD

A summary of taxable earnings and deductions for this pay period.

8 YEAR TO DATE

A summary of all taxable earnings and deductions during the current financial year.

9 TOTAL PAYMENT

The net amount paid into your bank that week or month depending on your pay frequency.

10 ADDRESS

Your name and address.

11 MESSAGE

This shows your holiday pay accrual balance.

UNDERSTANDING YOUR ADVANCED HOLIDAY PAYSリップ

ICS Umbrella Ltd Income Statement for Test Payslip

1 Company Income received		2 Assignment Rate(s)				
		Units	Rate	Total	Agency/Description	Description
Company Income and Costs	1200.00					
Apprenticeship Levy	5.04					
Employer's NI	136.90	5	240.00	1200.00	Agency	Invoice
Employer's Pension	25.41					
Company Margin	24.00					

3 PAYSリップ

Employee Name	Employee Number	NI Number	Tax Code	Pay Date	Periods
Test Payslip	ILLUSTRATION	ILLUSTRATION	1257L X	14/04/2026	1

4 Payments

Description	Units	Rate(£)	Amount(£)
Basic Rate	40.00	12.71	356.40
Holiday Pay	1.00	108.63	108.63
Additional Taxable Wage	1.00	391.62	391.62
Total Payments			1008.65

5 Deductions

Description	Amount(£)
PAYE(Income tax)	144.80
Employee's NIC	58.83
Employees Pension Deductions	42.35
Total Deductions	245.98

6 ICS Umbrella Ltd

PAYE Reference	120/RE58899
Tax Period	2
Period Ending	
Pay Frequency	Weekly

7 This Period

Total Taxable Pay	966.30
Earnings for NICs	1008.65
Expenses	0.00
Net Payment	762.67

8 Year to Date

Total Taxable Pay	966.30
Total Niable Pay	1008.65
PAYE Income Tax	144.80
National Insurance	58.83

9 Total Payment (£) 762.67

10 Address:

Test Payslip
Test House
Test Street
Test Town
xxxxxx

11 Message:

1 COMPANY INCOME RECEIVED

Company Income and Costs: The amount which ICS Umbrella receives from the agency/end client. **Apprenticeship**

Levy: Mandatory levy which is paid to HMRC.

Employer's NI: The National Insurance contribution which all employers are required to make. **Employer's Pension:** Contributions will appear here when enrolled in line with auto-enrolment legislation. If you have chosen to opt-out of the pension scheme, no deductions will be shown here and this will therefore not impact your take-home pay.

Company Margin: The amount retained by ICS Umbrella to provide the umbrella solution. The margin is agreed with your agency and therefore may differ dependent on the agency you use.

2 ASSIGNMENT RATES

Units: The number of hours/days worked.

Rate: The umbrella rate of pay, uplifted to cover employment costs. **Total:**

The total units multiplied by the rate.

Agency/Description: Name of Agency/End Client

Description: Description of payment

3 PAYSリップ

Employee Name: Your name.

Employee Number: Your unique ICS Umbrella employee number.

NI Number: Your National Insurance Number.

Tax Code: This shows the amount you can earn before tax is deducted from your wages. **Pay**

Date: Date payment was made into your bank account.

Periods: Tax periods processed in this payment, i.e. weeks/months.

4 PAYMENTS

Basic Rate: Number of hours worked at least to the national living/minimum wage.

Holiday Pay: The provision we make for your holiday entitlement to be taken when you book annual leave. This is 12.07% of your gross payment.

Additional Taxable Wage: The additional taxable wage above national living/minimum wage to make up gross pay.

5 DEDUCTIONS

PAYE (Income Tax): The amount of personal tax deducted from your salary.

Employee's NIC: The amount of NI deducted from your salary.

Employee's Pension Deductions: When auto-enrolled in the pension scheme, your employee contributions appear here at the current percentage rate. If you have chosen to opt-out of the pension scheme, no deductions will be shown here and this will therefore not impact your take-home pay.

6 ICS UMBRELLA LTD

A summary of the ICS Umbrella PAYE reference, the tax period in which your payment is processed, the week/month that your payment relates to, along with the frequency you are paid as set by the agency/end client.

7 THIS PERIOD

A summary of taxable earnings and deductions for this pay period.

8 YEAR TO DATE

A summary of all taxable earnings and deductions during the current financial year.

9 TOTAL PAYMENT

The net amount paid into your bank that week or month depending on your pay frequency.

10 ADDRESS

Your name and address.

11 MESSAGE

This section is not used for an Advanced Holiday payslip.



www.icsuk.com | 01524 580720

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