



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 01524 580720 (Option 1).

What are the benefits?

- You will gain access to an employee portal where you can view a whole range of retail discounts and health and wellbeing amenities
- You will have access to a dedicated payroll team, available on weekdays
- 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
- We are **SafeRec certified**
- ICS Umbrella Ltd have Employers Liability, Professional Indemnity and Public Liability insurance in place.

What are the key facts?

- You will be employed through ICS Umbrella Ltd, entering into an overarching contract of employment.
- We are required to complete a right to work check and identity check, before you can become an employee of ours.
- You will be asked whether you wish to opt out of the Conduct Regulations or not. Please ensure you inform us of your preference prior to registration.
- As an employee of ICS Umbrella you are entitled to statutory employment rights (such as maternity, paternity leave, statutory sick pay - full details available in your handbook.)
- 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.
- Unless you advise us that you wish you accrue your holiday, this will be advanced to you. 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 into a workplace pension 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 margin is agreed with your agency and therefore may differ dependent on the agency you use.
- 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 | 01524 580720

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