ics Accounting

ICS PEOple



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What is a PEO?

A Professional Employer Organisation, PEO for short, has been hugely popular for many years in the United States contractor market due to the additional benefits this solution can provide, such as health insurance, simplified workings for take-home pay, as well as an alternative to an umbrella solution.

Here in the UK, PEO's have grown in popularity since the off-payroll reform for the public sector in 2017 and more recently with the private sector changes in April 2021.

How does a PEO work?

A PEO provides an umbrella alternative employment solution for recruitment agencies or end clients by employing a contractor directly, taking care of the employer responsibilities such as employment rights, payroll, payments to HMRC, pension contributions, and benefits.



The worker will become solely employed through ICS Umbrella Ltd, there is no joint employment offered through this solution.

Employees are provided with their gross pay rate from the start of an assignment which gives greater transparency when working out take-home pay. There are no employment costs, margins or deductions from their rate. They receive a straightforward payslip detailing their pay through the Pay As You Earn (PAYE) model.

For an agency or end client to operate this solution internally creates a huge amount of extra cost, time and resources, plus the added stress and pressure on top of the usual business as usual.

That's where ICS PEOple comes in, offering reduced payroll costs, a compliant workforce and an efficient employment solution.

ICS PEOple

ICS PEOple is the PEO solution that delivers a compliant, inside IR35 solution, employing the contractor directly and offering employment rights, benefits, payroll, tax payment and pension contributions.

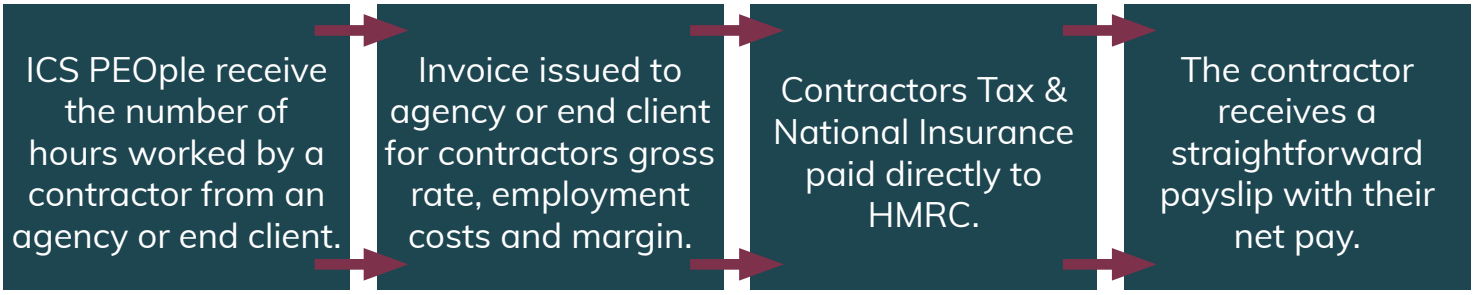
ICS PEOple will elevate pressure within an agency or end client, allowing them to concentrate on what they do best.

ICS PEOple Process

Once the contractor has completed the registration process, ICS PEOple will receive confirmation of the contractor's number of hours worked from the agency or end client at the agreed timescales (monthly or weekly).

A VAT invoice is then raised and issued back to the agency or end client for the gross rate plus employment costs (employer's National Insurance, Apprenticeship Levy, employer's pension) and margin.

Once payment for the invoice is received from the agency or end client, ICS PEOple then deducts tax & National Insurance and pays directly to HMRC along with net pay to the contractor. The contractor receives a 'traditional' payslip rather than an Umbrella payslip, see page 6 for payslip example.



It is important, that as the Employer we are kept up to date on any changes in circumstances. These can include change of personal details (address, name, bank etc) or that your assignment has ended earlier than expected.

REGISTRATION PROCESS

To join, we will require the following information:

- Your personal details
- Right to work documentation, including share code where applicable (right to work and ID checks are completed)
- A P45 from your last employer or you can complete a starter declaration

A contract of employment must also be reviewed and signed to accept the employment with ICS Umbrella Ltd.

ICS PEOple Benefits

- Straightforward payslips
- Comprehensive Insurances
- Benefits portal
- Easy to use and compliant
- Dedicated account management
- Full employment rights
- Full IR35, MSC and AWR compliance
- References for mortgages etc
- Workplace pension and holiday pay
- Notification when paid
- Alternative to umbrella solution
- Reduced operating costs

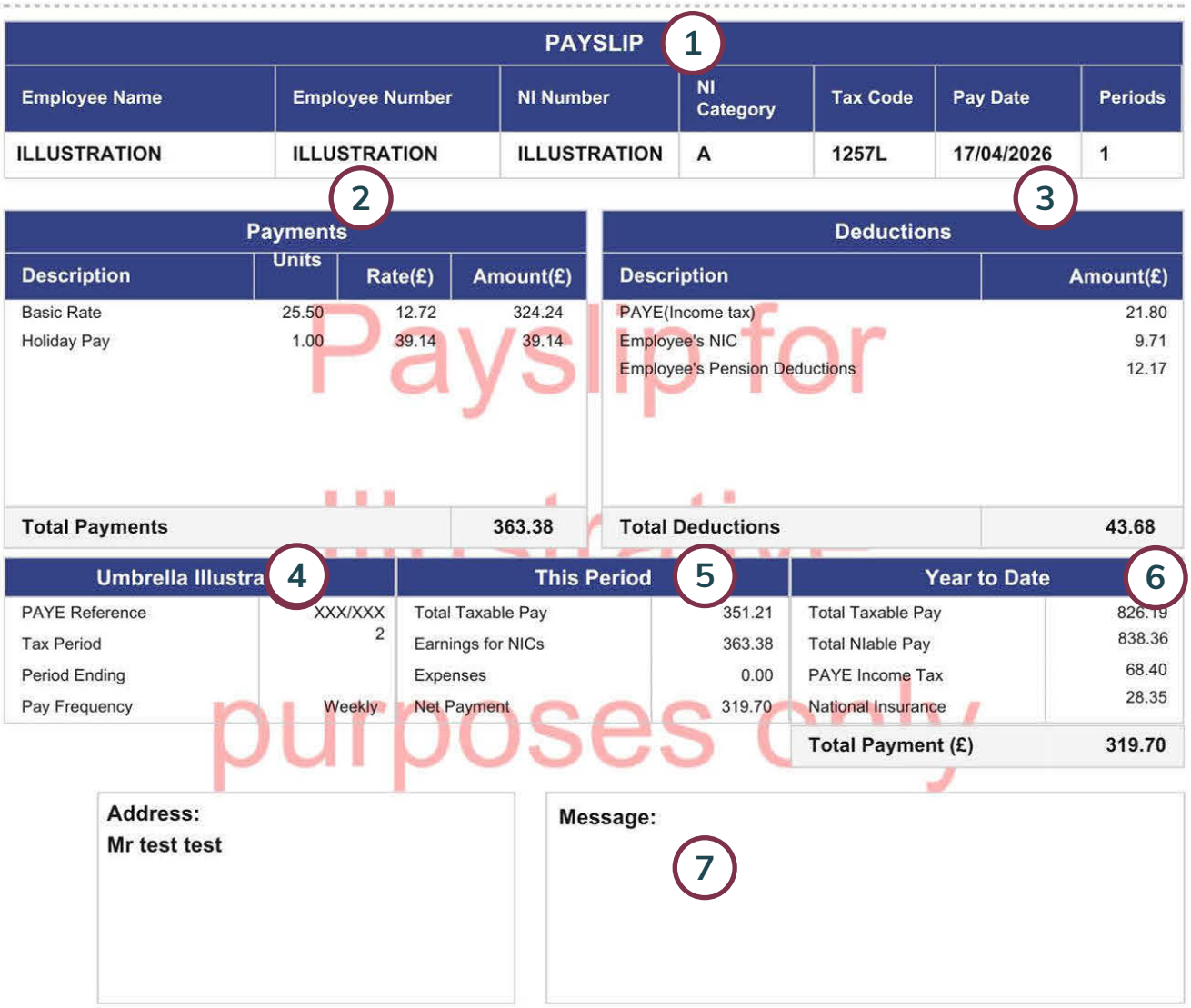
ICS PEOple Employee Portal

As an employee of ICS PEOple, you will also receive access to our Employee Portal, where you can access fantastic employee discounts for high-street and online retailer discounts, from groceries to wellness products, travel, holidays and more.

Start saving money on things you are already buying!

- **Weekly supermarket shop**: Save £240 every year based on an average discount of 5% and a weekly shop of £100 a week.
- **New clothes**: Save £180 every year based on an average 10% discount and spend of £150 a month.
- **Caffeine Hit**: Save £150 a year based on an average 10% discount and spend of £30 a week.
- **Broadband and TV**: Save £128 at least based on a typical Cashback reward for switching your provider.
- **Days out and entertainment**: Save £240 every year based on an average 10% discount and spend of £200 a month.

ICS PEOple PAYSLIP



PAYSLIP (1)

Employee Name	Employee Number	NI Number	NI Category	Tax Code	Pay Date	Periods
ILLUSTRATION	ILLUSTRATION	ILLUSTRATION	A	1257L	17/04/2026	1

(2) **Payments**

Description	Units	Rate(£)	Amount(£)
Basic Rate	25.50	12.72	324.24
Holiday Pay	1.00	39.14	39.14
Total Payments			**363.38**

(3) **Deductions**

Description	Amount(£)
PAYE(Income tax)	21.80
Employee's NIC	9.71
Employee's Pension Deductions	12.17
Total Deductions	**43.68**

Umbrella Illustra (4)		This Period (5)		Year to Date (6)	
PAYE Reference	XXX/XXX2	Total Taxable Pay	351.21	Total Taxable Pay	826.19
Tax Period		Earnings for NICs	363.38	Total NIable Pay	838.36
Period Ending		Expenses	0.00	PAYE Income Tax	68.40
Pay Frequency	Weekly	Net Payment	319.70	National Insurance	28.35
				Total Payment (£)	**319.70**

Address:
Mr test test

Message:
(7)

Payslip for illustration purposes only

(1) PAYSLIP

Employee Name: Contractors Name.
Employee Number: Contractors unique ICS PEOple Employee Number.
NI Number: Contractors National Insurance Number.
Tax Code: The amount that is earned before tax is deducted from the wage.
Pay Date: The date payment was made into the contractor's bank account.
Periods: Tax periods processed in this payment, i.e. weeks/months.

(2) PAYMENTS

Basic Rate: Number of hours worked.

③ DEDUCTIONS

PAYE (Income Tax): The amount of personal tax deducted from the contractor's salary.
Employee's NIC: The amount of National Insurance deducted from the contractor's 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.

④ ICS UMBRELLA LTD

A summary of taxable earnings and deductions for this pay period. A summary of the ICS Umbrella PAYE reference, the tax period in which thecontractor's payment is processed, the week/month that your payment relates to, along with the frequency you are paid as set by the agency or end client.

⑤ THIS PERIOD

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

⑥ YEAR TO DATE

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

⑦ MESSAGE

This will show your rate breakdown as well as any accrued holiday balance if you have chosen to have this accrued.

Contact ICS PEOple

For more information about ICS PEOple, contact one of our PEO experts today by calling **01524 580720** or email **info@icsuk.com** and see how we can save you time and money by providing you with a complete compliant employment solution.



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