ics Accounting

PEO INTRODUCTION



Introduction

Thank you for your interest in our PEO solution, ICS PEOple. 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.

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
- You will become solely employed through ICS Umbrella Ltd, there is no joint employment
- 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 in or out of the Conduct Regulations or not. Please ensure you inform us of your preference prior to registration.
- As an employee you are entitled to statutory employment rights, such as maternity, paternity leave, statutory sick pay etc. Full details of all rights are available in your employee handbook.
- 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.
- Payment for holiday will be calculated in accordance with the applicable legislation in force at the time you take your holiday.
- 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-periods, 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
- Rules around expenses can differ depending on the assignment you are working on. View the full expenses policy on the Document hub by **clicking here**

Ready to register?

Once you are ready to join ICS PEOple, please call us on 01524 580720 (Option 1) and a member of the team will be more than happy to assist you.



www.icsuk.com | 01524 580720

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