Meades Umbrella

meadesumbrella.co.uk

Working with Meades Umbrella

A quick guide

What is an umbrella company?

Umbrella companies provide contractors and freelancers with an easy way to move from contract to contract, agency to agency, or client to client without the need to open a limited company. You get all the benefits and protections of working for a large organisation whilst retaining the freedom to seek out your own assignments.

An umbrella company can also provide you with continuity of employment which is useful when applying for mortgages or other financial products.

This guide explains how Meades Umbrella works and how you can benefit from our competitive, compliant and professional service.

Contract of Employment and the onboarding process

You will be employed by Meades Umbrella Ltd for the duration of your assignment and will remain employed by us until you tell us you no longer require our service. Being employed on an Overarching Employment contract provides you with the protections that working for a large employer provides such as entitlement to Statutory Benefits like Sick Pay and Maternity pay. You will retain the flexibility to work on assignments with other agencies or clients whilst maintaining continuity of employment.

The registration process is quick and straightforward. When you have secured a contract, whether with a recruitment agency or directly with an end client, we will require information from you about the assignment. This will normally be the name and contact details from your agency or client, your rate of pay, contracted hours and details of your tax code. We will use this information to provide you with a personalised illustration showing what you will earn from the contract. Assuming you like what you see and want to register with us, one of our team will speak to you to get you set up on our systems and generate your contract of employment and assignment schedule.

Once that Contract of Employment and Assignment Schedule have been completed and signed, you will be fully registered with Meades Umbrella and will be able to be paid.

When you will get paid

Payments are normally based on Timesheets. Your agency/client will tell you what their requirements are with regards to timesheets and timesheet deadlines. In most cases, you will be required to get your agency/client timesheet signed by an approver within the client company. A timesheet is what we use to generate the invoice that we send to your agency/client and the agency will normally send us a record of your signed timesheet which we will use to raise an invoice. It may be that you will be expected to use the Meades timesheet portal to let us know your hours.

Your agency will make sure you are fully aware of which process you need to follow.

Once we receive payment from your agency, we will generate a payment to you, calculate your tax and National Insurance payments, deduct our margin and any deductions and send your net payment to your bank account. You will receive an SMS message confirming that your payment is being made and you will also be emailed a comprehensive payslip.

Umbrella Payslip

Umbrella payslips are more complicated that "normal" PAYE payslips as we are required to break down how we deal with the payments we receive from your agency/client. Your payslip will confirm the hours/days worked and the pay rate you will have agreed, and this payment reconciliation will show you what income we receive.

From this income, we deduct certain employment costs, these being Employers' National Insurance and any pension payments. We will also deduct our small margin from this payment. What is left after these costs are deducted is your gross pay. The rate of pay you receive from your agency/client will normally have been uplifted to take these employment costs into account.

Once we have arrived at your gross pay, we break your payment down into 3 parts:

- Basic Pay – this is the hours you have worked at National Minimum Wage
- Holiday pay – if you have elected to have your holiday advanced with each payment this is the amount of your pay that relates to Holiday Pay. If you have elected to have us accrue your holiday pay then this is the amount we will have deducted from the money we receive and will have put aside for you. (Further information on this can be found in our Holiday Pay guide).
- Additional pay – this is what is left from what we receive after the two elements above have been subtracted

We apply PAYE tax and National Insurance deductions and pay the net amount into your bank account.

Pensions

Once you have completed 12 weeks as an employee of Meades Umbrella, you will be automatically enrolled in the Meades Umbrella Ltd pension scheme, administered by SMART Pensions. SMART Pensions will contact you directly to tell you about the scheme and attached to this email is a guide to how the scheme operates.

You can elect to opt-out of the scheme and the guide gives you more information on the opt-out process.

You can also elect to join the scheme before the end of the 12 week deferment period if you wish. Just let us know and we will start the enrolment process.

Working Time Regulations

The 48-hour working week was introduced under the 1998 Working Time Regulations to support the health and safety of workers by setting a maximum requirement of working hours deemed appropriate/safe per week.

Workers can agree individually or through a workplace agreement to exceed this limit if they wish, but an individual cannot be mandated to work more than 48 hours per week (on average over a 17 week period).

This can include some variations of 'on-call' duties.

However, an employee of our company is entitled to 'Opt-Out' of this by ticking the statement on the contract of employment.

Please note, for a few specific job roles, opting out is not permitted, but you should have been made aware of this when negotiating the contract with the agency or end client.

Customer Service

We appreciate that working with an umbrella company can be complex if you have not done it before so we want to make sure that your experience is a smooth as it can be. You will have access to an account manager who will be able to guide you though the registration process and will be your ongoing support person.

They can be contacted on 0203 371 4692 or you can email them on experts@meadesumbrella.co.uk

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