

An explanation of your payslip and Net Pay reconciliation

Income received from the agency:

- 1 The company income Sterling Umbrella receives from the recruitment agency for providing the services of you (our employee) is shown here. This includes:
 - 1a A breakdown of hours and rates.
 - 1b The total income (excluding VAT).

This company income is used to account for the following:

- 2 You are paid for the hours you have worked at the National Minimum Wage.
- 3 Your holiday pay is then calculated on your gross pay and processed to you in one of two ways, decided by you:
 - 3a Advanced Holiday Pay. This option means holiday pay will be advanced in with your weekly pay for you to retain yourself, to cover future holidays.
 - 3b Retained Holiday Pay. This option means holiday pay will be retained by Sterling Umbrella and paid to you as and when requested.
 - 3c Total Retained Holiday Pay. If you have requested retained holiday pay, the current available total is displayed on each payslip.
- 4 Providing you are eligible and haven't opted out of the pension scheme, pension contributions are payable by both:
 - 4a The Employee and
 - 4b The Employer
- 5 As your employer, Sterling Umbrella must retain from their income from the agency, Employer's National Insurance and Apprenticeship Levy to cover your Gross wage.
- 6 Sterling Umbrella retain a margin. This amount covers administrative costs and Sterling insurances, including public liability and personal accident insurance as standard.

Sterling Umbrella is now left with a balance of money from the income:

- 7 Valid work related expenses submitted which are not subject to Income Tax and National Insurance are shown as a company deduction from income to determine any bonus payable. The expenses shown will be paid out to you along with your Net Pay. Only work related mileage expenses are payable.
- 8 The remaining balance is a bonus payable after all deductions have been made and forms part of the Gross Pay.

To summarise, we have now accounted for all the income received from the agency. The amount paid into your bank account is calculated as follows:

- 9 Your Gross Pay is calculated by adding your hours at the National Minimum Wage to your bonus (if applicable) plus any advanced holiday pay (if opted for).
- 10 Income Tax, National Insurance contributions plus any other statutory deductions due on your Gross Pay form your Gross Pay deductions.
- 11 Your Gross Pay less Gross Pay deductions is your Net Pay.
- 12 Your Payment to bank is your Net Pay plus expenses is the final payment processed into your nominated bank account.

For further information call
the Customer Liaison Team on 01925 626200