





**Payment Options
and
Guide to Umbrella
Companies**

Payment Options

Axcis outsources its pay through the companies below. You must contact them directly and register with one. Please remember to inform Axcis who you are being paid through otherwise we cannot process any pay for you.

	<p>Contact: Georgie Devito</p> <p>Phone: 0207 808 6401</p> <p>Email: info@mainpay.co.uk</p> <p>Web: www.mainpay.co.uk</p>
	<p>Contact: Shen Suleiman</p> <p>Phone: 0193 233 4451</p> <p>Email: shen@atlantic-umbrella.com</p> <p>Web: www.atlantic-umbrella.com</p>

Please Note:

- You cannot work as self-employed through Axcis or via your own limited company. We do not offer a PAYE option.
- To be paid via umbrella, you must contact the above companies directly and register with one, and then inform Axcis who you are being paid through (otherwise we cannot process any pay for you).

Guide to Umbrella Companies

We want you to get the very best out of the umbrella service you use for your pay. We believe that these companies offer the best solution for contractors wishing to maximise their pay. This is why we have taken time to research three companies that we feel offer the best deal and service to our contractors. Please feel free to research/call all three companies and make an informed choice on which you would prefer to work with.

Frequently Asked Questions...

DO I PAY FOR THIS SERVICE?

Yes – there is a small admin charge made by all umbrella companies for the service they provide. This does vary from company to company and is usually more than off-set by the additional benefits they provide for you (higher rates of pay, tax solutions, working through one employer for several different agencies, etc.) For specific information on charges, please contact your umbrella company directly.

WHAT IF I DON'T WANT TO USE AN UMBRELLA COMPANY?

At Axcis, we are confident that you should find an umbrella service to be your best payment option. We do not offer a PAYE option and therefore we simply cannot pay you this way for any work done. Please do not accept work from your consultant if you do not want to be paid through an umbrella company.

HOW DO I MAKE SURE I GET MY HOLIDAY PAY?

We strongly advise that you check directly with your umbrella company whether they roll your holiday pay up into your daily rate. If they do then you will automatically get your holiday pay each week in your pay packet. However, if they do not roll it up you must ensure that you put in a claim for it before the end of each tax year (April). If you do not claim for it by this time you will lose it.

WHEN DO I GET MY MONEY?

The Axcis payroll is run once weekly on a Wednesday. Payment is made weekly in arrears directly into your bank account. For example, if you worked Wednesday week 1, Axcis will pay your umbrella company on Wednesday week 2. Please ask your chosen umbrella company when this money will become available in your bank account as it is dependent on when they run their own payroll.

WHAT IF I HAVE MORE QUESTIONS?

Please contact your chosen umbrella service directly to ask any further questions. The details can be found on the previous page.

Automatic Enrolment into a Workplace Pension

A new law demands that all eligible employees are automatically enrolled into a company pension scheme. Your umbrella company will provide you with information about this pension when you register with them. If you have any questions please talk to your umbrella company.

