

# BISHOPSGATE

EMPLOYMENT SERVICES



**#FollowTheFleur**



As a respected and established payroll business, all of us at Bishopsgate would like to say ...



we're delighted you have chosen us as your payroll solutions provider



**HOŞ GELDİN** CHÀO MUNG

SBĀGATA **BI XÊR HATÎ** MALIGAYANG PAGDATING

BENNINGUT **ONGI ETORRI** KYAOSOPARTAAL **MOGESALMEBIT**

MIRË SE VINI **VITAJTE** DOBRE DOSHLI **FÁILTE** BENVENUTI **BIENVENIDOS**  
HUĀNYÍNG **VÄLKOMMEN** POWITANIE **IRASSHAIMASE**

DOBRODOŠLI **DOBREDOJDOVTE** TERE TULEMAST **KALOS IRTHATE** SVAAGAT **DOBRODOŠLI**  
SARDEČNA ZAPRAŠAJEM **BRUKHIM HBIM** SVĀGATA CHA **BENARRIVATO**

**WELCOME TO BISHOPSGATE**

**DOBRO POZHALOVAT** XOŞ GILDINIZ **SOO DHAWOOW** WELKOM **SVEIKI** TAVTAI MORIL **SUGENG RAWUH**

DOBRODOŠLI **XUSH KELIBSIZ** NAU MAI HAERE MAI **MERĤBA** TAKULANDIRANI **LAIPNI LŪDZAM**

VELKOMMEN **BEM-VINDO** ÜDVÖZÖLJÜK **HERZLICH WILLKOMMEN** BENVIDO **QOŞ KELDİÑİZ**

VÍTEJTE **WĚLLKOMM** BARI GALUST **SU'ĀGATA HAI** VELKOMINN **BINE ATI VENIT** SELAMAT DATANG **KARIBU**

BIENVENUE **'AHLAN WASAHLAN** TERVETULOA **SĀDARAYEN PILIGANIMU**  
**LASKAVO PROSYMO**



Some of the things you will need before starting work

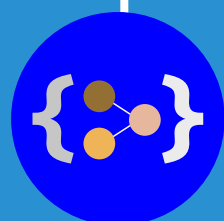


UK national with a valid passport

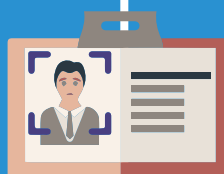
UK national with birth certificate and proof of national insurance



EU citizens



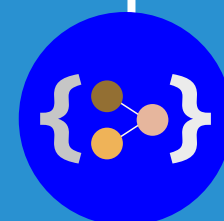
Sharecode



Passport or ID card



Foreign nationals from outside the EU



Sharecode

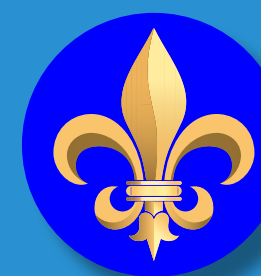


Biometric ID card



Please note, the following list of items are NOT acceptable forms of documentation for the right to work in the United Kingdom.

- » *Students visas*
- » *Driving licence*
- » *Workers on a skilled workers visa*



For more information on right to work requirements and documentation, click on the 'Fleur'



Payment options

Choosing the right contracting option is an important decision. At Bishopsgate we look to provide you with all the right information to allow you to make an informed decision around your employment and contracting position, from payment options, access to partnerships and ease of accessing and submitting documents. We aim to make the onboarding and registration process as easy as possible, giving you peace of mind with your contracting payments.

Umbrella Company

An umbrella company is a simple and hassle-free option utilised by independent contractors working on many short-term contracts for agencies or end clients.

Bishopsgate will employ you making ‘pay as you earn’ (PAYE) tax and National Insurance (NI) deductions for you, ensuring tax compliance.

Benefits of umbrella working

Provides continuity of employment, even when working on various temporary assignments

**Access to statutory benefits such as holiday pay, SSP and SMP**

No paperwork or administration as you are paid as a PAYE employee

**Receive employee benefits such as holiday and sick pay**

Access to Bishopsgate benefits such as zipcar discounts, contractor mortgage advice and access to tax advice and accounting services

**24/7/365 UK based candidate helpdesk**

Cloud-based client portal – access your work documents anytime, anywhere

**Access to partnerships**

Access to specialist contractor insurance, IR35 status products and rewards and discounts.

**Opportunity to find additional and future contracts**

The Bishopsgate payroll process



Each week, your agency will complete a schedule detailing your hours worked.



Once we have the schedule, we will invoice the amount due for payment.



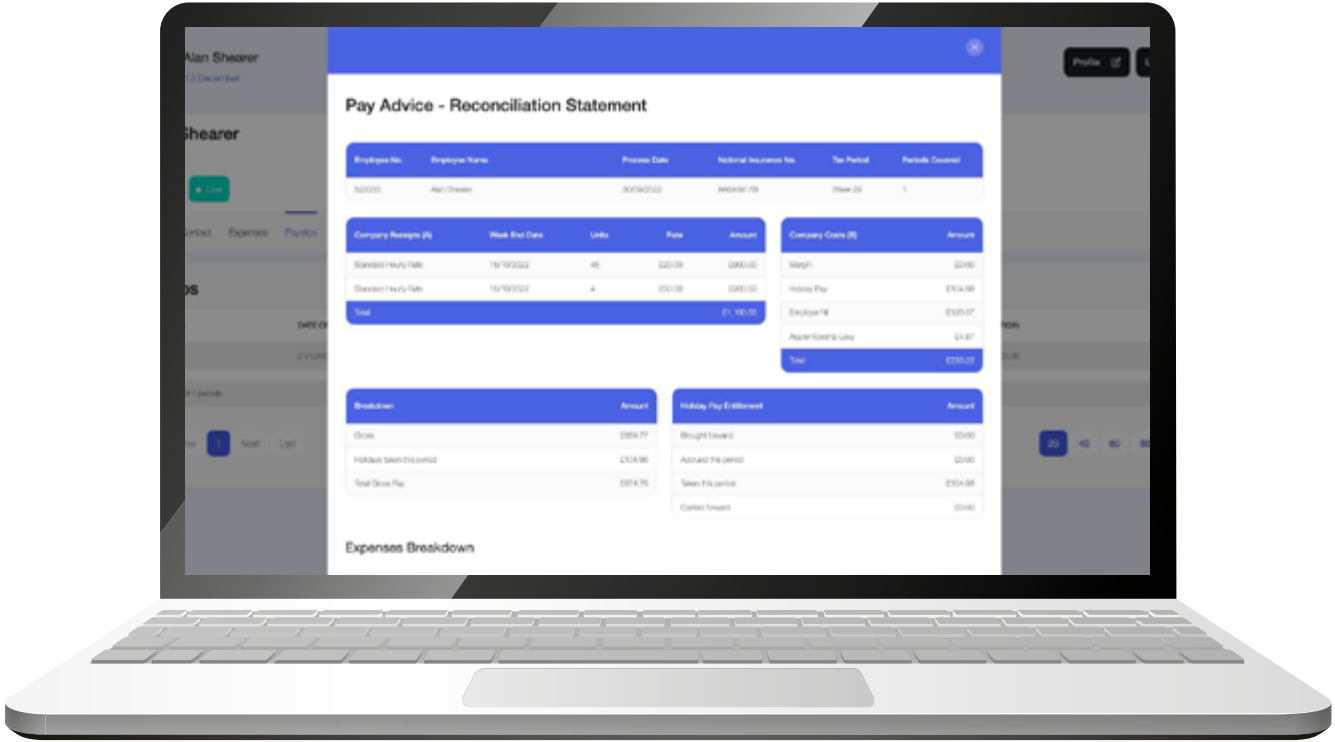
We run payroll to ensure that scheduled payments are cleared and appear into your account two days after the schedule is received.



You will receive a text message containing details of payment along with a payslip posted to your portal as well as to your email.



Below is an example of what a reconciliation statement will look like in your portal.  
Portal access is issued upon sign up so please be sure to set this up once you receive your email and check junk / spam folders



### End of year support

Our accountancy partner, Gorilla Accounting, allows you to obtain end of year support on your tax return.  
As the number one-ranked tax advisor on Trustpilot, we advise all of our candidates to have a chat with them.



### Pension information

All employers must provide a workplace pension scheme. This is called 'automatic enrolment'.  
As your employer we must automatically enrol you into a pension scheme and make contributions. **Click here for more info from gov.uk**  
Auto enrollment applies after being employed for 12 weeks.  
Details will automatically be provided to NEST once your 12-week engagement has surpassed.  
You won't be able to opt out until you've been enrolled and you have received your NEST ID which will be on the letter they will send to you.  
Once you've received your NEST ID there are multiple ways to opt out.

- You can:**
- » **opt out online at [nestpensions.org.uk/optingout](https://nestpensions.org.uk/optingout)**
  - » **call NEST's automated telephone line - 0300 020 0090**
  - » **request a paper opt-out form from NEST and then fill it in and send it back to us.**

If funds have been paid in to NEST but you chose to opt out, these funds will be returned through salary payments.

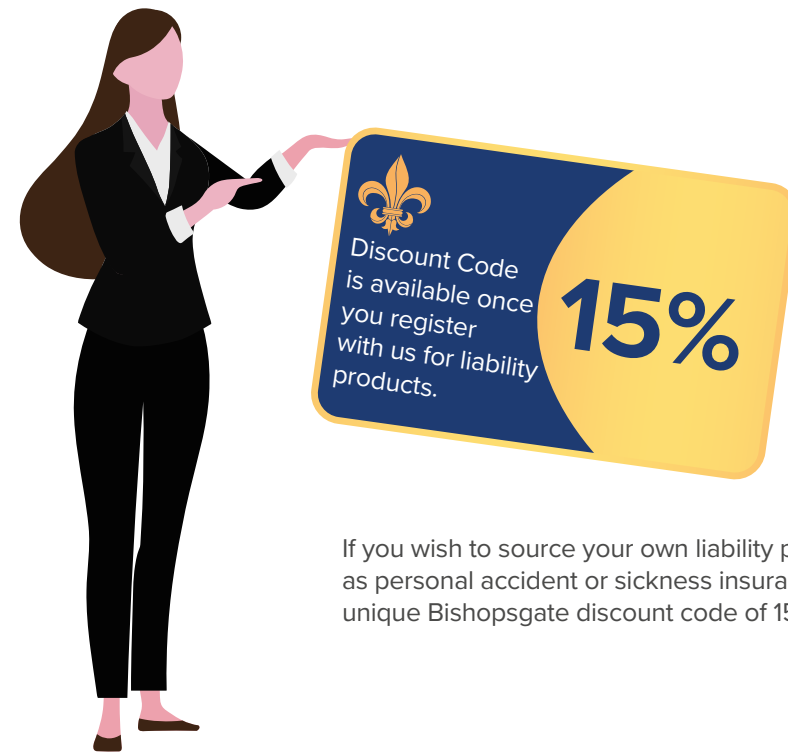


## Insurances



As an umbrella worker, you are not required to carry commercial insurance.

Bishopsgate arrange insurance in line with all contractual terms, and maintain £10m Public Liability, £10m Employers Liability, and £5m Professional Indemnity insurance policies with Qdos Contractor, a market leading provider of specialist insurances to the recruitment sector.



If you wish to source your own liability products such as personal accident or sickness insurance, use your unique Bishopsgate discount code of 15%



THE QUEEN'S AWARD  
FOR ENTERPRISE:  
INNOVATION 2022



If you have any questions or queries about your insurance arrangements, please contact Qdos on 0116 269 0999 to discuss with a member of their team.

Alternatively, click on the logo

**Click here to get a quote**





ENJOY FANTASTIC SAVINGS ON YOUR EVERYDAY SPENDING,  
PLUS A RANGE OF OTHER BENEFITS

### SHOPPING DISCOUNTS

Earn cashback and save at your favourite retailers including supermarkets, high street shops, restaurants and more.

ASDA

Sainsbury's

TESCO

Morrisons

bm

Iceland

JUST EAT

JOHN LEWIS & PARTNERS

Argos

halfords

currys

IKEA

B&Q

Wickes

NIKE

NEW LOOK

PRIMARK

ASOS

COSTA COFFEE

### FUEL CARD

Save at any of BP's 1,200 fuel stations across the UK with your very own fuel discount card! includes motorway service stations where you can save up to 20 pence per litre!

#### Easy to use

Simply use the card like any payment card to pay for your fuel.

#### Simple payment process

You're charged for the fuel you use the following week via direct debit.

#### Weekly low fixed price

You're guaranteed to pay a set price per week – no sudden changes.

[rewards.bishopsgatepay.co.uk](https://rewards.bishopsgatepay.co.uk)

WELLBEING

Access valuable tools to support your physical, mental and financial wellbeing. Services include:

#### 24/7 GP Helpline

Get quick advice and support for your health concerns.

#### Employee Assistance Programme

Get confidential support for your personal challenges.

#### Discounted Gym Memberships

Save up to 25% at top UK gyms and leisure centres.

#### Online Mindfulness Course

Learn techniques to reduce stress.

#### Credit Score Checker

Access your credit report for free, for life.

#### Life Insurance

Get peace of mind for your loved ones.

#### Income Protection Insurance

Protect yourself for unexpected circumstances.

#### Eyecare and Savings

Get a free eye test and discounts on eyewear.

#### Health Cash Plans

Claim money back on a range of healthcare costs.

[rewards.bishopsgatepay.co.uk](https://rewards.bishopsgatepay.co.uk)



“

So, Bishopsgate,  
do you have a  
referral scheme if I  
recommend any of my  
friends and family?

**For every successful referral, you  
will receive 2 weeks complimentary  
services from Bishopsgate.**

For more information and full terms, [click here](#)







“

So, Bishopsgate, I'd be interested in working with you, where do we go from here?



Get in touch.

For a friendly, no-obligation review of your business objectives, why not call us or drop us a line to find out more.

**Bishopsgate**

Munnelly House  
84-88 Pinner Rd  
Harrow HA1 4HZ

**t:** 020 3019 4990  
**e:** info@bishopsgatepay.co.uk  
**w:** bishopsgatepay.co.uk

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## #FollowTheFleur

BISHOPSGATE EMPLOYMENT SERVICES | **CANDIDATE GUIDE** | ALL SECTORS

