

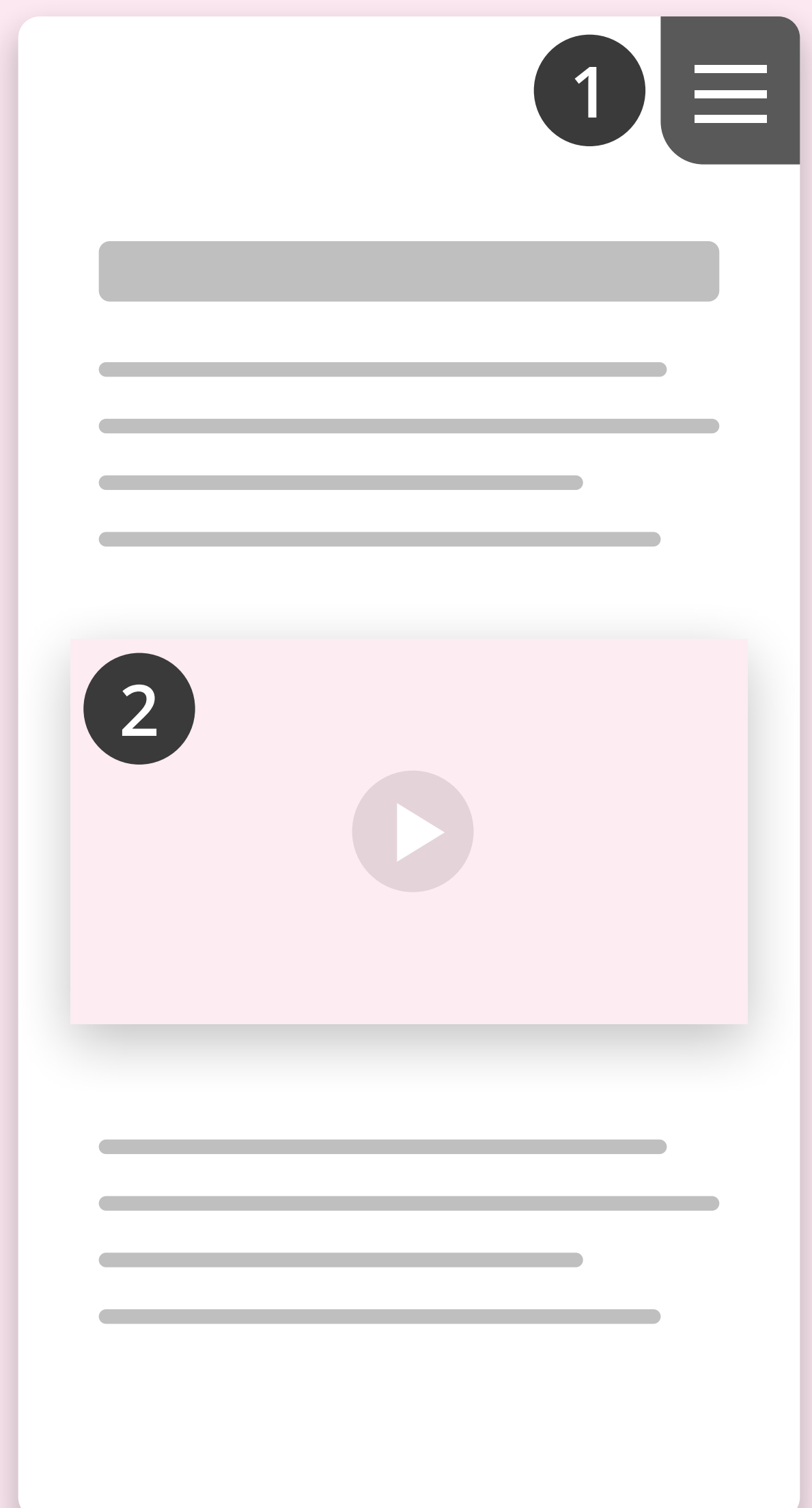
| Your Parasol Welcome Pack

parasol
A Caroola Group company

How to use this guide

We've tried to make this guide as easy to navigate as possible:

- 1** On the next page you'll find a contents list which you can click to jump to any section. If you need to go back at any time, click the menu icon to return to the contents list.
- 2** We've created a few handy videos to help you along the way.



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Welcome

Hello and welcome to Parasol, we're really pleased to have you on board!

Whether you are just starting your contracting career, or are a seasoned professional, myself and all the team at Parasol are here to support you through your journey.

This handy welcome pack will guide you through everything you need to know. Make sure you take the time to read it fully and of course if you have any questions please do not hesitate to get in touch.

Once again, thank you for choosing Parasol.



Warm Regards,



Andy Ross

CHIEF EXECUTIVE OFFICER

New joiner checklist

Now that you've joined us, here are a few things we need you to do:

✓ Check your personal information

Make sure the information we have in the 'My Details' section on **MyParasol** is accurate, including contact and banking details. It's important to keep this up to date so that our employment records are correct.

✓ Send in your P45 or complete a New Starter Checklist

This ensures we apply the right tax code to your pay and that you pay the correct amount of tax. Please email an original scanned copy or a clear photo of your P45 showing parts 2 & 3 to:
payroll@parasolgroup.co.uk.

If you don't have a P45 or you don't have one that's dated in the current tax year (i.e. dated after 6th April) you will need to complete a New Starter Checklist.

If you're new to Parasol, you will find this in the 'Things you need to do' section on MyParasol. If you've been previously employed by Parasol, this will have been sent to you via email to complete.



Introducing **My** parasol

**1****2****3****4****5****6**

Home New To My Parasol? Timesheets Expenses When Will I Get Paid? My Details Perks Ask Parasol

Welcome John

You last logged in on 07 April 2016 at 12:01:33

Your assignment will end in:

Months

14

Weeks

1

Days

4

Things you need to do:

Other things to think about:

- Refer your friends and colleagues to Parasol
- Take a look at our latest performance figures

Your notice board

- ▶ Refer a Friend to Parasol
[Click here](#) today to refer your friends to us and we'll give you our fantastic offer of 4 weeks FREE!!
- ▶ How are we doing?
[Click here](#) to take a look at our latest performance figures.
- ▶ Thinking of going Limited?
[Click here](#) to see how easy it is to make the switch to our sister company, [ClearSky Accounting](#).

Get paid quicker

Enter a timesheet

Claim costs and expenses

When will I get paid?

View my payslip

Optionis rewards

Employee Guides

Our secure online portal MyParasol is available 24/7 for all your admin requirements.

1 New to MyParasol?

Here's where you'll find a brief explanation about how Parasol works, access to our employee guides, and information about how to submit your P45 or New Starter Checklist.

2 Timesheets

This is where you can enter a new timesheet or review the status of your existing timesheets.

3 When will I get paid?

This section includes your PayTracker which lets you view your payment information. You can also view your payslips and find information about pensions and payroll locks.

4 My details

This is where you'll find information about assignments, invoices, personal details and where you can record absences due to sickness or holiday.

5 Ask Parasol

This section contains answers to the questions we get asked the most.

6 Perks

Here is where you'll find our Refer a Friend program. Introduce your friends and family to Parasol and earn £100 for everyone who joins us.



Click to watch our handy video (opens in new window).

Submitting your timesheets

One of the perks of being our employee is the fact that you won't need to worry about approaching the agency for payment. Instead, all you need to do is submit a timesheet to the agency or client and submit a timesheet to us, and we'll sort everything for you.

The assignment details under the My Details section on MyParasol will tell you how often you will need to submit a timesheet.

Please ensure you submit your timesheet before the end of each calendar week (Sunday) or tax month (the 5th). Note that late submission can impact your deductions.

To submit your timesheet on MyParasol:

- Click **Timesheets** on the top menu and select **Enter a timesheet** from the drop-down
- Use the calendars to select the time period*
- Select the assignment that relates to the timesheet you want to submit
- Enter the quantity of hours, days or units you've worked
- Double-check everything is correct and click **Submit now**

* Please note if you submit an incorrect date it may delay the processing of your timesheet



Getting paid

When you join, an assignment rate is agreed between Parasol and the agency or end client. The assignment rate is not your personal rate of pay. In addition to your wages, it includes Parasol's margin, as well as employment costs such as Employer's National Insurance Contributions and Apprenticeship Levy.

Your pay day will be weekly or monthly depending on the agency or end client's payment frequency. Payment terms for your current assignment can be viewed in the Assignment details found under **My Details**.

Once the agency or end client pay Parasol, we'll take care of all the employment costs along with your PAYE and employee's national insurance.

If your pay is to be processed via BACs transfer, it will clear in your bank account 3 working days after we process payroll. If you are registered for ongoing same day payments, your pay will clear in your bank account on the same day we receive payment confirmation from the agency or end client.

You can view and track the live progress of your payments using our **PayTracker** which automatically updates every 15 minutes.

Once your pay has been processed, you will receive a confirmation text message and a reminder to view your payslip.

Understanding your payslip

Parasol payslips are similar to those you might have received in previous types of employment but also include some additional information.

For this reason there are three sections:

- **Blue section** – your official Parasol payslip
- **Green section** – details invoices and deductions
- **Purple section** – details reimbursed expenses and mileage payments

The image is a composite graphic. On the left, there is a large, stylized 'U' shape in shades of purple and pink. Inside the curve of the 'U' is the Parasol logo, which consists of the word 'parasol' in a lowercase, sans-serif font, with the tagline 'with you all the way' in a smaller, cursive font below it. To the right of the 'U' is a large, dark grey circle with a white play button icon in the center. Further to the right is a preview of a Parasol payslip document. The document is divided into three main sections: a blue section at the top, a green section in the middle, and a purple section at the bottom. The blue section contains a summary of the payslip, including the pay date, pay period, and total pay. The green section contains details of invoices and deductions. The purple section contains details of reimbursed expenses and mileage payments. The document also includes a 'Total payment now due from Parasol' section and a 'Payments in detail' section.

Click to watch our handy video (opens in new window).

Payroll locks

If you receive more than one payment within one tax period, this can lead to greater deductions for tax and NI. To prevent this from happening, we have a lock facility available on MyParasol.

If you're paid monthly, the tax month runs from the 6th – 5th of each month. After you've been paid, you can add a payroll lock until the 6th of the following month.

If you're paid weekly, the tax week currently runs from Tuesday – Monday (this will change every tax year depending on the day that the 6th April falls on). After you've been paid, you can add a payroll lock until the following Tuesday.

How to add a lock on MyParasol

- Navigate to **When Will I Get Paid** on the top menu
- Select **Locks** from the drop-down options
- Click on the **Create locks** button
- Enter the date you want the lock to start from
- Select the reason from the drop-down box
- Select the date you want the lock to be lifted
- Click **OK**

This will now lock any payments until the date you have selected.

Locks can be set for a maximum of 30 days, and you can lift a lock at any time. Once lifted, your payment will automatically be processed. Please note, once a lock has been lifted, you won't be able to add another lock for 24 hours.

Logging absences

As a responsible employer, we encourage you to take your holidays. When you are absent from work due to holidays or sickness, it is important you let us know by logging it on MyParasol.

To log an absence in MyParasol:

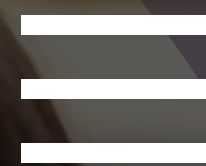
- Go to **My Details** and select **Absence Tracker** from the drop-down menu
- Here you can view your available holidays as well as current and past absences
- Click on **Record Absence**
- Select the reason for the absence in the **Absence Type** drop-down
- Select the day(s) you are looking to log
- Click **Confirm**
- Also remember to inform the agency and/or end client of any absences.



You are entitled to a minimum statutory holiday entitlement totalling 28 days per year. This is advanced to you each time you get paid rather than when you take a holiday. You will see the amount advanced to you on your payslip.

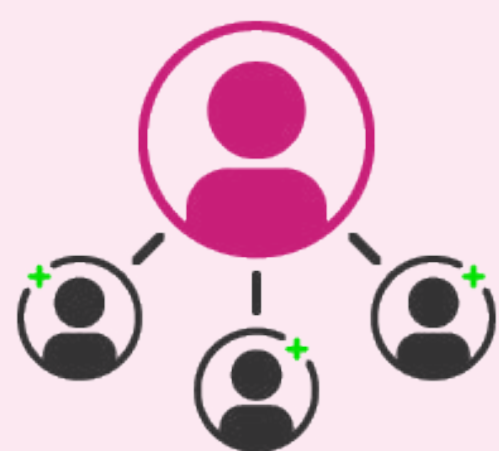
For more information about our Absence Procedure, including how to claim for Statutory Sick Pay (SSP) please refer to your Employee Handbook.

Refer. Earn. Repeat.



Know anyone looking for an Umbrella company?
Earn £100 when your friend joins us using your link.

Here's how it works



Refer

your friends to us
using your link.



Earn

£100 when
they join us.



Repeat

As many times as
you would like.

[Refer now](#)

Need more help?

Our Employee Support team are on hand to answer any questions you may have. What's more, our extended opening hours mean we're available at a time to suit you.

We're here Monday – Thursday 9am – 5:30pm,
Friday 8am – 7pm.

To get in touch:

We're also available on live chat via MyParasol - look out for this icon:

