



**GUIDE FOR PAYE WORKERS**

Version 1

Updated October 2021



## CONTENTS

*Hold down the 'Ctrl' button on your keyboard and left click on the section you want to go to – it'll jump straight there!*

- 1. Am I an employee of ersg?**
- 2. What will I get paid?**
- 3. What are employer costs?**
- 4. What is holiday leave and holiday pay?**
- 5. Do I get sick pay?**
- 6. Pension contribution**
- 7. Expenses**
- 8. Tax**
- 9. Other compliance documents**
- 10. Who can I contact for help at ersg?**
- 11. Annex A – Submitting your hours**
  - Logging in to InTime
    - Submitting your hours via InTime
    - Submitting your hours via InTime on a mobile device
  - Submitting a paper timesheet
  - Submitting hours using a client portal
  - viewing payslips
  - viewing and submitting holidays
  - generate a new holiday request
- 12. Annex B – expenses form template example**



## 1. AM I AN EMPLOYEE OF ERSG?

You are not an employee of ersg.

You are an agency worker engaged on a contract for services. The contract between you and ersg is not intended to and does not create an employer/employee relationship. You are classed as a 'worker' for the purpose of employment rights and you are entitled to the legal rights that apply to workers plus additional rights under agency worker-specific laws.

You are paid on a PAYE basis, also known as an employee tax basis. This does not make you an employee for the purpose of employment rights. But, it does mean that ersg has to deduct employee rates of tax and national insurance from your pay before we pay you and we have to auto-enrol you into a pension scheme, if you're eligible.

## 2. WHAT WILL I GET PAID?

### How will I submit my hours?

You have to submit timesheets in order to get paid. You'll do this once per week or once per month depending on how often you've agreed to be paid.

The timesheets must be signed by the client and must be submitted in the correct way. We've explained how to do this in Annex A.

### How much will I get paid?

You will receive an agreed amount of money per hour that you work. This will be no less than the applicable National Minimum Wage in force at the time. The exact rate will be specified in your assignment schedule. On top of your pay rate, you'll accrue holiday pay per hour worked. It will be no less than the minimum legal amount (currently 28 days per year inclusive of bank holidays). We will put this in a separate account for you to use as and when you take holiday.

Both your pay rate and your holiday pay are subject to the deduction of income tax, national insurance and other deductions, dependant on your personal situation, like student loan deductions, pension contributions etc.

### Where is my pay amount listed?

On the *Assignment Details Form*, you'll see your pay rate in the 'pay' section, called 'actual rate of pay'.



Your rate is broken down into three parts:

- Total cost
- PAYE gross rate
- Gross holiday pay accrual.

### **Total cost to ersg**

To employ you, costs ersg money.

On top of your pay per hour and holiday pay accrual, ersg has to pay additional money to HMRC, based on your earnings. These payments are known as 'employer costs'. We show you the total cost so that you can see how money filters down from the client to us and then to you.

*Total cost to ersg = your pay and holiday pay + ersg's employer costs*

The total cost to ersg is **not the pay that you receive**. Employer costs are explained more below.

### **PAYE gross rate**

This is the amount of money you earn per day prior to the deduction of income tax, national insurance and any other deductions like pension and student loan etc.

### **Gross holiday pay accrual**

You'll earn holiday pay for every hour that you work based on a percentage. That percentage is the equivalent of 28 days of annual leave per year.

To be clear, your holiday pay will be kept in a pot for you to use as and when you take your holiday leave.

Holiday time off and pay are explained more below.

## **3. WHAT ARE EMPLOYER COSTS?**

The following costs are incurred by **ersg** when processing your pay and are factored into ersg's total cost.

1. **Employer's NI** – we legally have to account for 13.8% on certain amounts of your pay depending on how much you earn and what your tax code is. For a full breakdown of the thresholds please refer to [HMRC's guidance to national insurance rates](#).
2. **Apprenticeship Levy** – The Apprenticeship Levy is tax that an employer has to account for to HMRC when the employer's PAYE payroll is over £3million per annum. The rate is 0.5% of an employer's total PAYE payroll bill per annum. Our PAYE payroll is over £3million per annum therefore, we legally have to account to HMRC each year at a rate of 0.5% of our annual PAYE payroll bill and so we have to account for this amount for each worker/employee we have on our PAYE payroll every time we pay them.



3. **Employer Pension contributions** –We'll contribute 3% per annum unless you opt out. The government's guidance to auto-enrolment pensions is really useful.

<https://www.gov.uk/workplace-pensions/what-you-your-employer-and-the-government-pay>

We make sure that we calculate how much our employer costs will be on top of your actual rate of pay. We do not deduct our employer costs from your actual rate of pay and we only show you the breakdown of the employer costs on the take home pay illustration for transparency purposes.

#### 4. WHAT IS HOLIDAY LEAVE AND HOLIDAY PAY?

##### 1. Do I get holiday leave and pay and how is it calculated?

The legal minimum holiday allowance is 5.6 weeks (28 days) spread over a 52-week year for full time workers (those working 5 days per week) and part-time workers will be entitled to holiday on a pro-rata basis.

It applies to anyone who is a worker, so includes:

- Agency workers
- Workers with regular or irregular working hours
- Zero-hour workers
- Employees

You're an agency worker, so you're entitled to the legal minimum holiday of 5.6 weeks per year but because you do not have fixed hours or work regular hours, we'll calculate your holiday entitlement and holiday pay using an accrual method based on how many hours you work. We'll do this by accruing 12.07% holiday leave per hour worked for your holiday days and by accruing 12.07% of your hourly rate per hour worked for your holiday pay. 12.07% is the percentage equivalent of 28 days (calculated by 5.6 weeks leave/46.4 weeks of working time).

##### Example:

You work 35 hours in one week, 7 hours per day. You get paid £20 per hour, exclusive of holiday pay accrual, before tax.

- **Holiday leave accrual:** 35 hours x 12.07% = 4.22 hours (0.6 days) accrued.
- **Holiday pay accrual:** £20 x 12.07% = £2.41 holiday pay accrued per hour= £84.35 holiday pay accrued for the week (35 hours x £2.41).

##### 2. How will I know how much holiday I have accrued?

You will be able to access this information via our online portal. It will also be shown on your payslip.

##### 3. How do I request holidays:



2. A request for holiday days and the associated pay can be made via our online portal or by emailing [timesheets@ersg.co.uk](mailto:timesheets@ersg.co.uk). Claims can be made up to the existing balance. Read **VIEWING AND SUBMITTING HOLIDAYS** for more information.

**Leavers:** For Workers, when you are marked as a leaver, we will pay out any outstanding holiday days automatically to you in your final pay.

**Remaining holiday entitlement at year end:** Subject to any laws allowing for the opposite, you must take all of your holiday in the year to which it relates.

**Holiday Year:** Your holiday year runs from the start of your first assignment with ersg and renews annually on that date.

## 5. SICK PAY

Agency workers on a contract for services are treated as employees for the purpose of SSP, so, agency workers will get Statutory Sick Pay, if they meet the eligibility criteria laid down in legislation. ersg is your employer for the purposes of SSP, so we are responsible for paying SSP if you're entitled to it.

The qualifying criteria are that the agency worker must:

- Be an employed earner – usually an employee or a worker contributing Class 1 National Insurance (this includes an agency worker on a PAYE contract for services);
- Have carried out some work for their employer;
- Earned at least £120 (applicable rate April 2021-2022) per week on average for the eight weeks running up to their absence (if worked less than 8 weeks – average their pay over however long they have worked);
- Be unwell for at least four consecutive days in a row (including weekends and Bank holidays) – this is to establish something known as a *'period of incapacity to work'*;
- Be off for at least four qualifying days in a row (this is often different to the period of incapacity to work); and
- Notify their employer by, at the latest, the 7th day of absence or sooner if otherwise agreed with their employer.

### What is a qualifying day?

Usually the days that someone works, unless agreed otherwise in contract.

*For example,* Joe Bloggs works 9-5 Monday to Friday. His qualifying days are the days he works which means Monday to Friday. He is unwell on Saturday, Sunday, Monday and Tuesday (4 days in a row – the period of incapacity for work) so doesn't come into work for the Monday/Tuesday. He returns to work on Wednesday. He wants to claim SSP payments but he cannot do so.



*Why?* He has not been off for four qualifying days (reminder, his qualifying days are his working days) – he has only been off for two, the Monday and Tuesday. He would need to be off Monday to Thursday (four qualifying days) to be eligible for SSP (as long as he meets the other criteria).

#### **What are the qualifying days in ERSG’s contract?**

A Wednesday per week.

This means an agency worker would have to be off for four weeks in a row, including the four Wednesdays in a row, to meet the ‘qualifying day’ criteria for SSP payments.

The rate of SSP is currently £96.35 per week. ERSG’s contract does not provide for any more money in addition to the statutory amount.

## **6. PENSION CONTRIBUTION**

ERSG’s pension scheme is provided by the People’s Pension. Below are some useful links:

<https://thepeoplespension.co.uk/investing-your-pension/>

<https://thepeoplespension.co.uk/investment-funds/>

<https://thepeoplespension.co.uk/transaction-costs/>

It is a legal requirement to auto-enrol you into a pension scheme once you meet the eligibility criteria (currently):

- Earn over £192.00 per week (or £833.00 per month)
- Are aged 22 or over and
- Are under state pension age

You will be auto-enrolled after 3 months as our PAYE agency worker on a contract for services.

Workers are assessed in every pay period and if you are deemed as being “eligible”, you will be automatically entered into the pension scheme. Once the payroll has been completed for the week/month, the PAYE Pension Admin Team will upload schedules to the People’s Pension advising who was enrolled and the contributions made by both the employer and the employee. This takes around 7-10 days to process following payroll.

You will receive a welcome pack from People’s Pension once your enrolment is completed which will provide you with the information you need in order to opt out if you choose not to contribute to the pension scheme. Workers who wish to opt out of the pension will need to contact People’s Pension and complete the opt-out process detailed in your welcome pack. If you choose to opt-out within 4 weeks of receiving their welcome communication, all contributions made by you will be refunded in your next pay period.



Unfortunately, ERSG cannot opt out of pension contributions on your behalf prior to you being enrolled nor after you have been enrolled, you must do it yourself.

The People’s Pension phone number is: 0300 2000 555.

You can contact them online: <https://thepeoplespension.co.uk/contact-us/>.

### 6.1 How much will your pension contribution be?

Each month you will have a deduction made from your pay to cover your pension contribution. We do not deduct our contribution from your pay.

The statutory amounts are expressed as a percentage of your pensionable salary:



### 6.2 Can I make more pension contributions than the statutory minimum of 5%?

Under HM Revenue & Customs (HMRC) rules there is a limit on the total amount you can save each tax year into all registered pension schemes and the tax relief you receive on your contributions. The maximum is 100% of your earnings (up to the annual allowance) or £3,600 gross, whichever is higher.

The annual allowance limit for the current tax year is **£40,000**. This limit includes all your contributions, tax relief and employer contributions across all your pension arrangements. If you go over this limit, this will result in a tax charge, known as the annual allowance charge.

### 6.3 Will ERSG contribute to my current pension or a pension of my choosing?

No, ERSG will only contribute to ERSG’s pension scheme which is with the People’s Pension.

## 7. EXPENSES

If eligible, you should complete the expense form (attached as Annex B), get it signed by your line manager at the client and send to [timesheets@ersg.co.uk](mailto:timesheets@ersg.co.uk). Please also attach evidence of those expenses, supported by legible copies of valid VAT receipts.

All expense claims and supporting documentation should be submitted as one pdf file within 45 days from receipt date.

Your expense claims will be processed together with your pay; these amounts are not subject to tax and deductions.



## 8. TAX

Before you start your first assignment with us, please send your P45 to [contracts@ersg.co.uk](mailto:contracts@ersg.co.uk) or fill in the HMRC New Starter Checklist electronically by clicking on the following link:

<https://www.cognitofrms.com/ERSG1/ERSGPAYEAgencyWorkerNewStarterChecklist>

We require these documents to make sure we tax you correctly.

## 9. OTHER COMPLIANCE DOCUMENTS

Our Compliance Team will be in touch with you to request the following documents for compliance purposes.

- Confirmation of National Insurance number
- A P45 or HMRC New Starter Checklist
- Proof of personal bank details
- Right to work identification

Please note, any delay in sending these documents back to our Compliance Team, may result in us being unable to allow you to start your assignment or may mean we have to terminate your contract for services with us.

## 10. WHO CAN I CONTACT FOR HELP AT ERSG?

ERSG LTD

8th Floor, North Tower, 26 Elmfield Road, Bromley BR1 1WA

020 8158 7419 – Ask for the timesheet team for any timesheet queries or the contracts team for any contract queries.

[timesheets@ersg.co.uk](mailto:timesheets@ersg.co.uk)

[contracts@ersg.co.uk](mailto:contracts@ersg.co.uk)



## ANNEX A

### THERE ARE THREE WAYS IN WHICH YOU MAY BE ASKED TO SUBMIT YOUR HOURS:

1. Via our digital system called InTime
2. Paper based to our email account
3. Via a client-led timesheet portal

#### 1.1 LOGGING IN TO OUR DIGITAL SYSTEM 'INTIME'

When you are successful in securing an assignment, you will receive an email with your log in details..

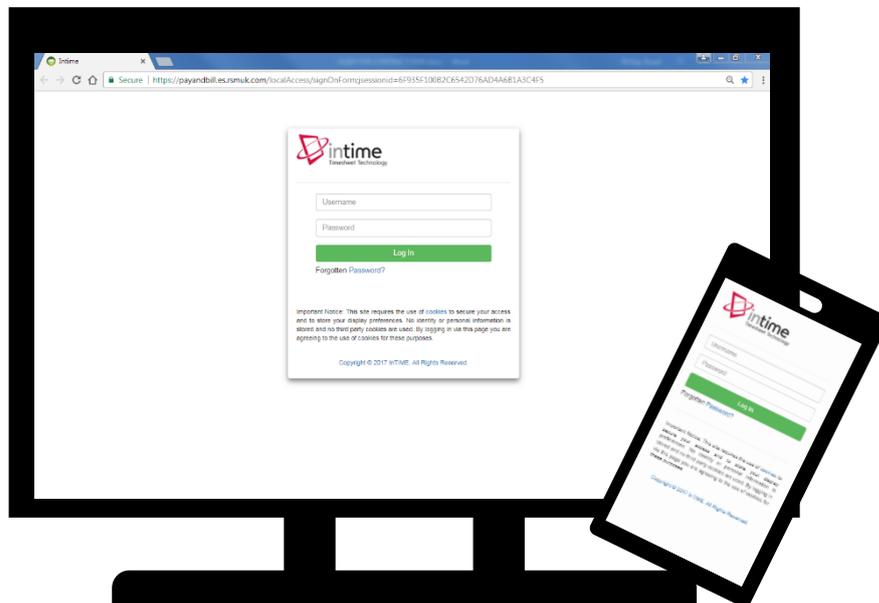


Occasionally welcome emails can be treated as spam and filed in your junk mail folder. If you still cannot locate your email, please contact your email administrator.

1. To access InTime enter the following address into your web browser:

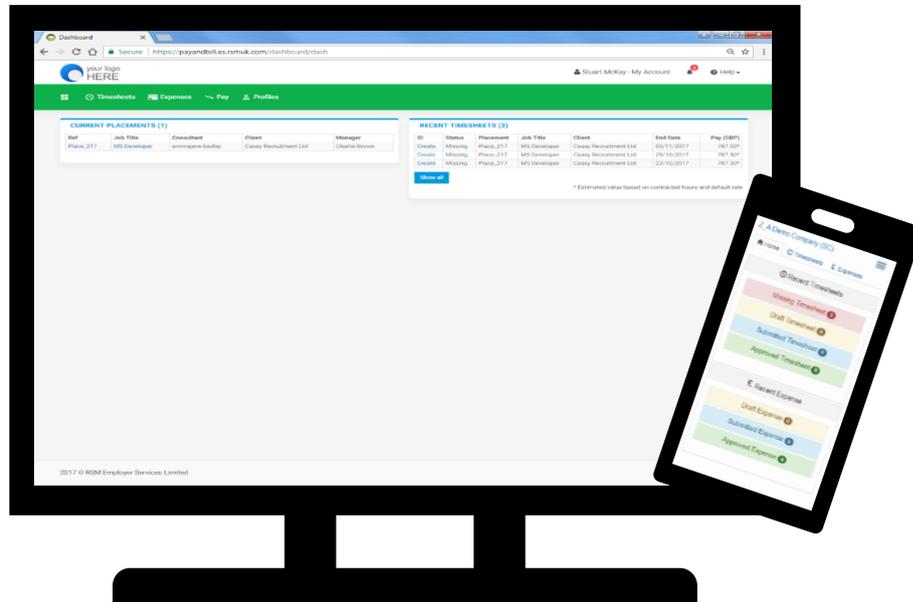
*payandbill.es.rsmuk.com or go to <https://www.ersg-global.com/> and click on 'timesheets' in the top right corner.*

You'll see this screen.



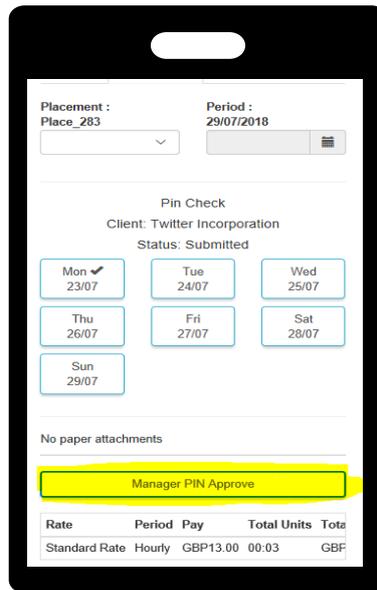


2. Enter the username and password from the welcome email. Successful log in will display the home page.



## 1.2 ENTERING YOUR TIMESHEET INFORMATION ON A DESKTOP

1. Go to [www.ersgtimesheets.com](http://www.ersgtimesheets.com) on your desktop or you can get there by going to <https://www.ersg-global.com/> and clicking on the 'timesheets' tab at the top right.
2. Log in with the log in details we sent you via email.
3. Click on the '🕒 timesheets' tab and click 'create'
4. Select your active placement from the 'placement' drop down.
5. Select the date range for your hours – you should select the Sunday of the week you have just worked, e.g. you've worked Monday 4 January 2021 to Sunday 10 January 2021. Select Sunday 10 January in the 'period' drop down.
6. Each day of that week will be visible. Click on each day that you've worked to enter your working hours for that day – a full working day should be entered as value '1'.
  - a. You can enter any relevant comments and adjust your rate to overtime rates, is applicable.



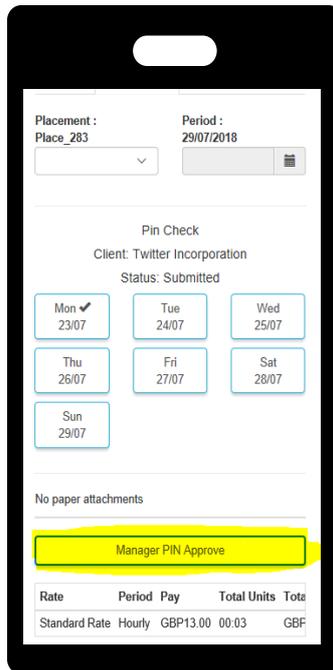
7. Click 'save and submit' when you've entered your hours.
8. Your hours have now been sent to the client manager for approval.

### 1.3 ENTERING YOUR TIMESHEET VIA INTIME ON A MOBILE DEVICE

#### PIN APPROVAL (MOBILE DEVICES ONLY)

The pin approval process allows you to enter your timesheet details on a mobile app, pass your mobile device to your approving manager to review the timesheet who enters a pin code specific to them to approve your hours immediately. 1. Go to [www.ersgtimesheets.com](http://www.ersgtimesheets.com) on your mobile device 2. Log in with the log in details we sent you via email.

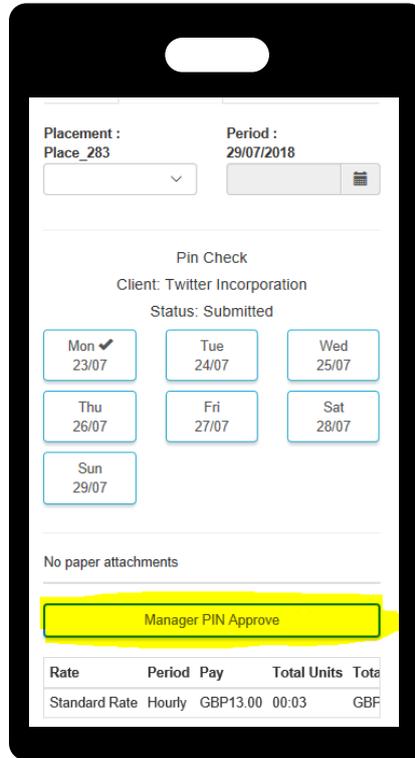
1. Click on the '🕒 timesheets' tab
2. Select your active placement from the 'placement' drop down.
3. Select the date range for your hours – you should select the Sunday of the week you have just worked, e.g. you've worked Monday 4 January 2021 to Sunday 10 January 2021. Select Sunday 10 January in the 'period' drop down.



4. Each day of that week will be visible. Click on each day that you've worked to enter your working hours for that day – a full working day should be entered as value '1'.
  - a. You can enter any relevant comments and adjust your rate to overtime rates, is applicable.
5. Click 'submit' when you've entered your hours.
6. The 'Manager PIN Approve' button will appear at the foot of the timesheet
7. Pass your mobile device to your manager for timesheet review and sign off (Please ensure that you have your timesheet open at this screen).
8. Your manager can view the hours and approve them by entering their unique 3-digit PIN code.
  - a. Your manager will have received a PIN from us. If they haven't please email:
    - i. [contracts@ersg.co.uk](mailto:contracts@ersg.co.uk) or
    - ii. [timesheets@ersg.co.uk](mailto:timesheets@ersg.co.uk) so that we can send them a PIN.



The 'Manager PIN Approve' button will appear at the foot of the timesheet (only visible on a mobile device).



#### 1.4 SUBMITTING YOUR PAPER TIMESHEET

- 1.4.1 Fill in your paper timesheet
- 1.4.2 Get it signed by an authorised manager at the client
- 1.4.3 Send a copy to [timesheets@ersg.co.uk](mailto:timesheets@ersg.co.uk).

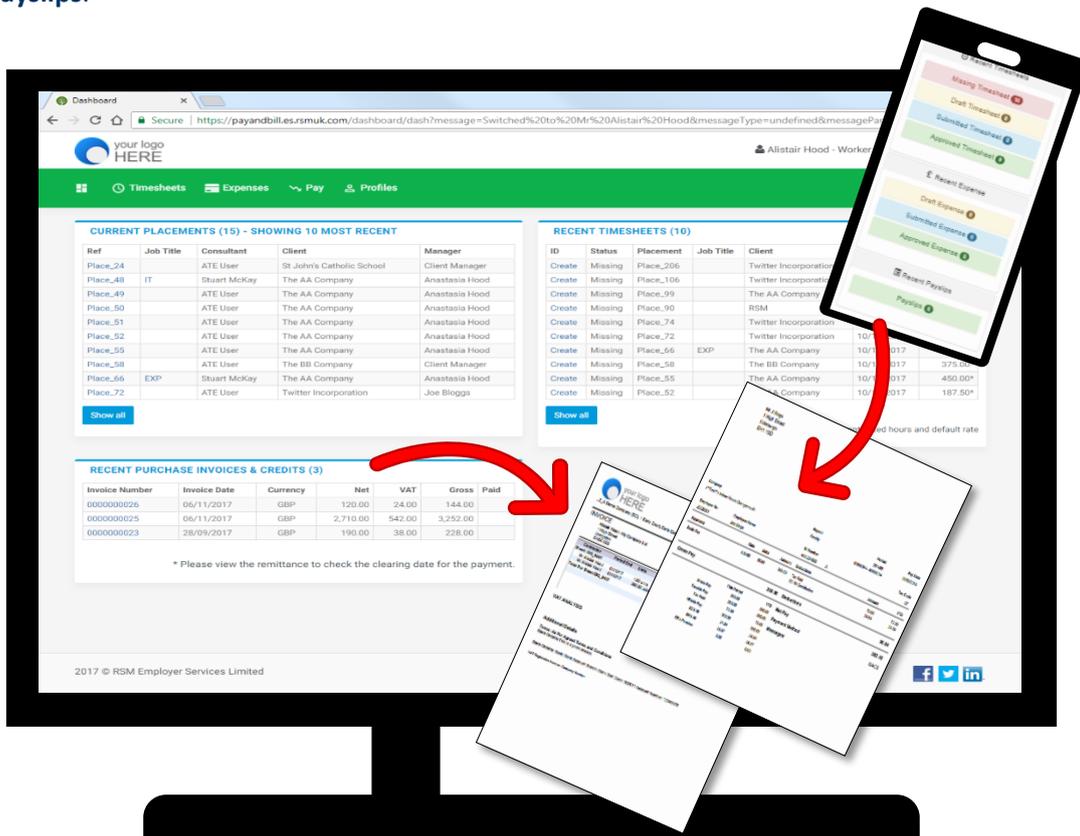
#### 1.5 SUBMITTING YOUR TIMESHEET VIA A CLIENT PORTAL

Every client portal is different. We will tell you how to use a client portal on a case by case basis, where relevant.

### 3. VIEWING PAYSLIPS

If you submitted your hours via InTime:

You have the option of viewing your PAYE payslip. The most recent 10 payslip documents are available straight from the home page. Alternatively you can navigate via the menu bar by selecting **Pay>Payslips**.



If you submitted your hours on a paper form

1. Enter <https://inpay.es.rsmuk.com/PayslipPortal4/Login.aspx> in your browser.
2. Sign in – you should have got log in details at the start of your assignment.
3. If you've lost your log in details, email [timesheets@ersg.co.uk](mailto:timesheets@ersg.co.uk) or [contracts@ersg.co.uk](mailto:contracts@ersg.co.uk).



#### 4. VIEWING AND SUBMITTING HOLIDAYS

You can track the amount of holiday you have accrued and even make requests for time off directly through InTime.

You can access the holiday module by selecting **Pay > Holiday Claims** from the navigation bar. The holiday claim dashboard will appear where you will see your historic and future claims.

A screenshot of the holiday dashboard

ID	Actions	Comment	Start Date	End Date	Duration	Worker First Name	Worker Last Name	Status	Submitted	Approved
25	<a href="#">Edit</a>	Holiday	26/09/2017	26/09/2017	1	Paye	Worker	Submitted	07/09/2017	
24	<a href="#">Edit</a>	Birthday	25/09/2017	25/09/2017	1	Paye	Worker	Exported	07/09/2017	07/09/2017
23	<a href="#">Edit</a>	Theme park with the kids	11/03/2016	11/03/2016	1	Paye	Worker	Exported	07/09/2017	07/09/2017
9	<a href="#">Edit</a>	half term	03/12/2016	03/12/2016	1	Paye	Worker	Draft		
5	<a href="#">Edit</a>	birthday	30/09/2016	30/09/2016	1	Paye	Worker	Exported	22/09/2016	22/09/2016
2	<a href="#">Edit</a>		09/09/2016	09/09/2016	1	Paye	Worker	Exported	14/09/2016	06/10/2016
1	<a href="#">Edit</a>	Holiday	13/09/2016	13/09/2016	1	Paye	Worker	Exported	13/09/2016	13/09/2016

**3.1 To generate a new holiday request click the 'Request Holiday' option. The new holiday request card will open. There is a two step process to updating your claim.**

1. Enter your claim details and click 'Create Claim'

2. Check your claim details are correct and click 'Submit Claim'

**STATUS: DRAFT**

Worker: Mr Paye Worker  
Days Accrued: 25.48  
Days Taken: 1  
Days Pending: 2  
Days Remaining: 22.48  
Average Hours Per Day: 12.3  
Average Rate Per Day: 123

Comment: A nice day at the beach.

Start Date \*: 14/12/2017      End Date \*: 16/12/2017

Days Claimed £123.00 (estimated): 1

[Create Claim](#)

**STATUS: DRAFT**

Worker: Mr Paye Worker  
Claim ID: 34  
Days Accrued: 25.48  
Days Taken: 1  
Days Pending: 3  
Days Remaining: 21.48  
Average Hours Per Day: 12.3  
Average Rate Per Day: 123

Comment: A nice day at the beach

Start Date \*: 14/12/2017      End Date \*: 14/12/2017

Days Claimed £123.00 (estimated): 1

[Update Claim](#)      [Submit Claim](#)

[Delete Request](#)

You'll also be able to see your holiday pay accrual on your payslip.

