



i-paye



**Services Guide**



# Employment Solutions

## Benefits of having a Single Employer of Record

All employees of I-PAYE are employed under a permanent contract of employment, so no matter the number of agencies or end user clients, there is only one employer. This means



Tax Coding Complications caused by multiple employments will be a thing of the past.



Guaranteed Payments for work completed on time every time.



Maternity, Paternity and Statutory Sick Pay.



Employee Rewards to save money.



Health Cost Cashback for your medical, dental and other health costs.



Cheaper Foreign Currency for holidays or transferring money home.



Payment in the currency of choice.



Personal Accident and Death in Service Insurance



Assistance in claiming back any work related expenses.



Holiday Pay choices.



Improved credit rating.



Access to specialist mortgage and loan providers.



Access to Workplace Pension.



Employment and work insurances.



Dedicated Account Manager.



Online Portal for your pay and end of year information.



Employment References and confirmation of income.



One Time Identity and Right to Work verification.



Access to career enhancing training.



Online Medical Assistance.



Work Experience and Certification record maintained.

All the above is provided free of charge for all our employees.

# Services Overview

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I-PAYE engage contractors and temporary workers in to a number of unique divisions, as we recognise that each employee requires a unique remuneration strategy, based upon their requirements.

I-PAYE will work with you to ascertain if you can have Travel and Subsistence reimbursed Free of Income Tax and National Insurance and also identify a reasonable amount to be set aside from the rate charged to all the reimbursement of legitimate costs incurred.

## Introducing Maxi-PAYE

Our Maxi-PAYE department is split into five distinct divisions. Which division you will be part of will depend upon whether you:

- are attending a site to perform a task of limited duration; or
  - are attending a site for some other temporary purpose; and
  - are subject to an exerciseable right of supervision, direction or control over the manner in which you provide the services.
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- are living away from your permanent residence during the week; or
  - travel from home to site each day; or
  - attend multiple sites during the normal working day or week for the same client; or
  - you are a driver.

As part of your initial sign up and whenever you move to a new assignment you will go through a rigorous assessment to ascertain whether there is a need to move you to a new division and to revisit your remuneration package and what that will mean in terms of the retentions from the rate we charge to cover the Costs of Employment and our Margin. (See Service Schedule).

## Maxi-PAYE Divisions

### Light

For individuals that we believe are temporary workers and cannot receive reimbursed expenses free of Income Tax and National Insurance.

### Mobile

For individuals that attend a number of workplaces for the same client and may possibly attend the clients premises where they are assigned daily tasks or visits.

Under this service the journey to the clients office or depot is considered a private journey. If the role does not require a visit to the clients premises then the first and last journey will be considered as private journeys.

### Driving

For individuals driving HGV or Class 2 vehicles. The journey to and from the clients transport yard to pick up the vehicle is considered a private journey. Only expenses incurred whilst driving on behalf of the client can be reimbursed free of Income Tax and National Insurance.

### Local

For Individuals that we believe are Professional Contractors and it may be possible to reimburse expenses free of Income Tax and National Insurance. Expense reimbursements will be limited to daily travel and subsistence costs.

### Traveller

For Individuals that we believe are Professional Contractors and it may be possible to reimburse expenses free of Income Tax and National Insurance. Expense reimbursements may include the costs of additional accommodation and incidental costs incurred, in addition to travel and subsistence costs.

Please note that in order to be accepted in to our Traveller division individuals must be able to prove that they are maintaining a private residence to which they will return at the end of the assignment.



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