



Umbrella Payslip Guide

Below is an example payslip, just like the ones we will upload to your Orange Genie Portal when we pay you.

Click on the arrows pointing to the relevant section where you need an explanation.

Orange Genie
Outsourced Employment and Accountancy

Orange Genie Freelancer Services Ltd Income Statement for Your Name						
Company Income received		Assignment Rate(s)				
	£	Units	Rate(£)	Total(£)	Agency/Description	Weekend Date
Company Income and Costs	£ 4,125.00					
Apprenticeship Levy	£ 17.91					
Employer's NI	£ 470.17	5.50	750.00	4,125.00	Agency Name	16/07/2023
Employer's Pension	£ 25.41					
Company Margin	£ 29.50					

PAYSリップ						
Employee Name	Employee Number	NI Number	Tax Code	Pay Date	Periods	
Your Name	123456	AB123456C	BR	11/08/2023	1	

Payments				Deductions	
Description	Units	Rate(£)	Amount(£)	Description	Amount(£)
Basic Rate	38.50	10.42	401.17	PAYE(Income tax)	708.00
Holiday Pay	1.00	385.76	385.76	Employee's NIC	139.30
Additional Taxable Wage	1.00	2,795.09	2,795.09	Employee's Pension Deductions	42.35
Total Payments			3,582.02	Total Deductions	889.65

Orange Genie Freelancer Services Ltd		This Period		Year to Date	
PAYE Reference	475/TE57333	Total Taxable Pay	3,539.67	Total Taxable Pay	67,419.47
Tax Period	19	Earnings for NICs	3,582.02	Total Nlable Pay	32,074.12
Period Ending	16/07/2023	Expenses	0.00	PAYE Income Tax	13,483.80
Pay Frequency	Weekly	Net Payment	2,692.37	National Insurance	1,250.42
				Total Payment (£)	2,692.37

Address:
Your Names
Address line 1
Address line 2
Town/City
Post code

Message:
Your holiday year runs from April 1st to March 31st. Remember to take your holiday entitlement throughout the year and claim your accrued holiday pay where applicable.





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The Income Statement.

The income statement at the top of your payslip shows how we calculate your taxable pay from the income we receive.

The Assignment Rate section:

This section breaks down how we invoiced our customer (the agency or client) for the work you completed as our employee. The total is our company income (in this example £4,125.00).

The Company Income Received section:

Here you will see the total amount we received, and some deductions for our costs, including your Holiday Pay and Workplace Pension contributions, Employer's National Insurance and Apprenticeship Levy.

- These costs are deducted from the assignment income, along with the small margin we make.
- The balance of this calculation becomes your taxable pay.

The Payslip:

The payslip shows how your net pay/take home pay is calculated from the taxable pay figure referred to earlier. It's a standard payslip format showing year to date information, earnings and deductions alongside the period the payment relates to, the number of hours worked and your personal information.

Personal Details:

The top section of the payslip shows your personal details and the date the payment was made.

Payments:

The payments section shows the amounts being paid to you **before deductions**.

Basic Rate is the applicable National Minimum Wage for the hours worked.

The rest of your pay is shown as Additional Taxable Wage. If you claim holiday pay, it will also show up in this section.

Total payments at the bottom of this section corresponds to your taxable pay (in the example this is shown as £3,582.02).





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Deductions:

This section shows deductions made from the amount shown in the payments section. These will include PAYE (income tax), Employee's NIC, Employee Pension Deductions and any other deductions we have to make as your employer.

This period:

Here you can see the totals for this tax week or month, depending on your pay frequency. If you've already been paid in this period this section will show the totals, which will be more than the amounts being paid in this payment.

Year to Date:

This section shows the totals for the tax year to date, including the total taxable pay, and the total PAYE income tax and Employee National Insurance deducted so far.

Total payment:

The amount being paid into your bank account can be seen in the bottom right corner of your payslip, in the orange box.

What happens when we pay you?

We'll let you know as soon as possible on the day that we'll be making a payment to you.

Payments clear either later the same day, the following morning or after 2 days, depending on your particular agency. We'll make this clear to you during your registration and induction process when you join.

You'll then receive an e-mail notification when your payslip is available to download from your Orange Genie benefits portal.

If you have any questions, please contact our

Contractor Support Team

who will be happy to assist you.

Monday to Friday from 9am to 5:30pm.

01296 489 242