

Welcome to People Umbrella

Your unique People Group Services Number is **{MERGE:PGSNO}**
(this will never change)

Your People Umbrella Reference Number is: **{MERGE:RACSID}**.

Dear **{MERGE:FULLNAME}**,

Thank you for choosing People Umbrella Limited as your payroll provider - working in association with your Recruitment Agency.

Your compliance checks are complete and we would like to welcome you as an employee.

A copy of your employment contract can be viewed and agreed by accessing your online portal. Please give this your attention as a matter of urgency to avoid possible payment delays. **You cannot enter your portal until your employment contract is accepted.**

Your portal will allow you to view all of your pay information, amend your personal details, answer your frequently asked questions and importantly, use your benefits and rewards. To access your personal secure portal you will need to login to our secure contractor server.



Click on the image above or go to portal.peoplegroupservices.com.

You will then be asked to enter your email address, date of birth and postcode so you can finish setting up your account (you will be asked to reset your password).

Username: {MERGE:EMAIL}

Any difficulties then please contact us at clientcare@peoplegroupservices.com or call **0345 034 1530** immediately.

What you need to do now

- [Login to your online account](#) and check all personal details are correct. Any errors or additions can be updated by you and will be automatically notified to us.
- Familiarise yourself with the information supplied under the **'Welcome'** heading in your online portal.

- Holiday will be provisioned and accrued by default, if you would prefer any other arrangement you should let us know in writing.
- Give special attention regarding your pension auto enrolment notice.

Additional information

- **Rewards and loyalty scheme.** Our bespoke rewards and loyalty scheme is a points based scheme where you are rewarded every time you are paid. The more you work the more you get. You will have the opportunity to cash in your points for what interests you be it learning and development, discounts on shopping and eating out. Make sure you login in to your portal to find out more. portal.peoplegroupservices.com
- **Anytime Wages** - Get paid today using Anytime Wages. Apply for an advance on what you have already worked 24/7 and receive the money in your account typically within an hour. You choose how much you want to advance. The process is quick and simple via your Contractor Portal.
- **Your holiday year** runs from 01st September to 31st August annually. We will automatically pay out accrued holiday, up to £175.00 per week, if the following apply:
 - We do not receive a schedule from your agency to process your payroll,
 - and you have not already booked to claim your holiday in that week, and;
 - you have not selected to opt out of automated holiday payments.

Should you need any help please call on: **0345 034 1530** or email clientcare@peoplegroupservices.com our dedicated team we'll be happy to assist.



To ensure that you receive important updates regarding your pay please [whitelist](#) (add to your safe senders) our email address: clientcare@peoplegroupservices.com