



## **Working for Generate**

Generate is an umbrella company, that is a company which employs contractors who provide services to third party end clients on a temporary basis. Recruitment agencies are usually involved in arranging the work.

### **How an umbrella company works**

You become our employee and are issued with an overarching contract of employment. Like all employers, we will need to verify your ID and right to work in the UK. As our employee, you will have full employment rights, including the right to statutory sick pay, holiday pay and maternity/paternity pay.

We will have a separate contract to provide your services to your agency and end client. Day-to-day, you may continue to deal with your recruitment consultant regarding the details of individual assignments.

You will agree a daily or hourly rate with the agency for your assignments. This is the rate we will bill the agency for your time – it is not your salary. This amount is designed to cover your salary and the costs of employing you, such as employer's national insurance/pension, apprenticeship levy, holiday pay and the margin we retain to cover our operating costs.

### **Getting paid**

Weekly or monthly (as agreed), you will submit a timesheet, normally via your agency, which we use to invoice for your work. We will then calculate an amount to be paid to you as income, taking into account the need to cover the employment costs outlined above.

To give us the flexibility to cover those employment costs, payments will generally be made up of two elements:

- Basic pay, paid at National Minimum Wage and therefore fixed by law based on the number of hours you work
- Variable bonus, allowing us to pay additional amounts, as appropriate