



**Welcome to
Churchill Knight Umbrella**

**Accountants
Experts for Experts**



Welcome to Churchill Knight Umbrella

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Welcome to Churchill Knight Umbrella

Welcome to Churchill Knight Umbrella.

We are delighted you have chosen Churchill Knight Umbrella as your contractor payroll provider.

Now that you are using our umbrella service, your administration requirements are minimal. In order to get paid in accordance to your agreed schedule with your recruitment agency, all we need you to do is log the hours you have worked on the My Digital app.

As a compliant umbrella company, we'll make the appropriate deductions to your pay, including tax and National Insurance Contributions. These deductions will be listed on your payslips. If you have any questions, please get in contact with us.

Now that you are officially using our service, you have access to your own dedicated Account Manager. All the contact information you need is available on page 8.

We wish you all the best with your contract assignments.

John Payne
Founder and Partner
Churchill Knight & Associates Ltd



Welcome to Churchill Knight Umbrella

Complete The Onboarding Process

Before you officially become an employee of Churchill Knight Umbrella and we start paying you, we must ask you to provide us with the following information to complete the onboarding process. All of these documents can be submitted via the following link:

www.churchill-knight.co.uk/upload/

01

Completed Contract of Employment

This is a digital document that you can access from a link that will be sent to you in a separate email via Signable. Please click the link, sign it and submit it; it will then automatically be sent to the onboarding team.

02

A copy of your P45 or a completed New Starter Checklist

If you have a P45, please upload it via the link above. If you do not have a P45, please complete the **New Starter Checklist form** on our website.

03

Photo ID

We are legally required to ensure that you have the right to work in the UK. To complete this requirement please provide a copy of your passport or birth certificate. Please note, we do not accept a driving licence as proof of your right to work in the UK. Should you require a Visa to work in the UK we will need a copy of this as well (such as a Residence Permit).

Please return the completed documents/information to us as soon as possible as failure to do so will affect our ability to pay you.

If you have any questions about the onboarding process, you can give our friendly team a call on **01707 669043** or email us at **onboarding@churchill-knight.co.uk**.



Welcome to Churchill Knight Umbrella

More Important Information to Complete the Onboarding Process

If you have not already, please ensure you advise your recruitment agency or end-client that you have registered to our umbrella service.

We will pay you your salary subject to all deductions by 5:30pm on the day we have received the funds from your agency - provided they have sent us the funds by 14:00. Payslips for all payments made will be emailed to you and will be available to view on the My Digital app and portal shortly after you have been paid. You will also receive a notification when you have been paid.

You can use our umbrella service with any recruitment agency and/or end-client you work with in future. All you need to do is let us know when you take on a new contract assignment and we'll take care of the rest. Please don't forget to log your hours on My Digital via your mobile/tablet or online portal!

Additional Login Information

Once you have provided the required documents to complete the onboarding process, you will be sent your login details for the My Digital app. This will be sent to you in a separate email from umbrella holdings. Click on the link contained in the email to activate your account.

If you have not received this within 48 hours of completing the onboarding process with us, please contact us on **01707 669043** or email **onboarding@churchill-knight.co.uk**.

You must log your hours on the app/portal in order to get paid on time. Please contact the onboarding team if you need support with this.



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Downloading the My Digital app

The My Digital online portal and mobile app is very easy to use and will allow you to manage payroll from anywhere, and at any time of day.

With the My Digital app you can:

- Log and submit your hours for each working week; there is no need for you to email us your timesheets
- Update your contact information as and when required
- Receive payment notifications when you are paid via same-day Faster payments
- View your payslips on the app as soon as they become available

You can use the app anywhere on your mobile or tablet device, or if you prefer you can log on via any suitable PC or laptop browser.

Downloading the My Digital app is easy

Visit the App Store on any Apple device, or visit the Google Play Store on an Android device, and search for the 'My Digital' app. It's completely free to download, and to login simply input the login information that will be provided by our payroll team in a separate email from Umbrella Holdings.

You can also download the My Digital app via our website:

www.churchill-knight.co.uk/my-digital/app

We've put together a quick guide for you to view on our website to help you get the most out of the My Digital portal.



Welcome to Churchill Knight Umbrella

Benefits For You

Access to My Digital - A state-of-the-art online portal and mobile app that makes logging your hours worked and viewing your payslips easier than ever before.

Comprehensive insurance - You are covered with £10 million Employers' Liability Insurance, £10 million Public Liability Insurance and £5 million Professional Indemnity Insurance. If you need even more cover, please call us to discuss.

Same Day Faster Payments - Churchill Knight Umbrella provide Same Day Faster Payments to ensure you are paid on time, every time.

Employee Benefits - As a Churchill Knight Umbrella employee, you are entitled to Sick Pay, Maternity Pay and Paternity Pay.

No unpleasant surprises - There are no hidden costs when you use Churchill Knight Umbrella. No joining fees, no leaving fees and no extra costs that will take you by surprise.

Ongoing support and your own dedicated Account Manager – You will be assigned your own Churchill Knight Umbrella Account Manager as your dedicated point of contact. We will keep in contact with you throughout your time with us to ensure you are still using the best payroll service for your circumstances.

Guaranteed compliance - Churchill Knight Umbrella is regularly audited to ensure strict compliance with HMRC, giving you complete peace of mind.

Referral rewards - You can earn rewards for referring your friends and family to our accountancy and umbrella services.

"I am happy with Churchill Knight and do recommend the company to my friends as they have done well by me and I feel comfortable that all the advice and assistance is legal and safe."

Chandni, contractor



Welcome to Churchill Knight Umbrella

Contact Us

If you require any assistance, please do not hesitate to get in contact with us by phone, email or directly on the Churchill Knight website - the details are highlighted below.

Thank you for joining Churchill Knight Umbrella and welcome to our service - we're happy to have you on board!



01707 669043



onboarding@churchill-knight.co.uk



www.churchill-knight.co.uk



Welcome to Churchill Knight Umbrella

Refer a Friend or Colleague

Refer a friend or colleague

Refer a friend or colleague to a Churchill Knight accountancy package and **receive £120 Love to Shop voucher**.*

Refer a friend or colleague to Churchill Knight Umbrella and we'll **pay back our margin for 2 weeks** - for you and the person you refer.*

*Terms and conditions apply



**Accountants
Experts for Experts**

Comprehensive Services for Contractors

- Umbrella Company
- Limited Company
 - CIS
- Sole Trader Accountancy
- Small Business Accountancy
 - Personal Tax
- Landlord Accountancy
- Outsourced Payroll

Call us now on: **01707 669043**

Email us at: **onboarding@churchill-knight.co.uk**



First Floor Offices ■ Suite G ■ 230 High Street ■ Potters Bar ■ EN6 5BL

Email: umbrella@churchill-knight.co.uk ■ Tel: 01707 871610 ■ www.churchill-knight.co.uk