

# Your Guide to Genie MPS



# What's an umbrella?

Umbrella is the fastest, easiest way to get paid. By joining our Umbrella service, you'll receive all the benefits that employment offers at minimum cost. We offer fantastic customer service and our consultants are available whenever you need them.

With us you never have to worry about admin or ensuring that you're tax compliant. We stay on top of all the tax legislation updates so you don't have to. You'll have complete peace of mind that everything is taken care of, leaving you to get on with what you do best. In this guide you'll find information on what we do, all the benefits you'll receive and how you can get started.

Genie MPS is a trading name of Granite BPO, so if you see the name Granite on some documents, it's all part of the same family.

## What do we do?

Our Umbrella service gives you the freedom of working for yourself, with all the benefits that employment offers. We've gone completely paperless, so you'll access and submit everything online. Genie MPS is your employer; the recruiter or end client will have a contract with us. We'll provide you with a fully vetted UK contract of employment, with all the protection that comes with being employed.

We'll take care of all your invoicing and statutory benefits, calculate your tax and National Insurance and ensure you stay on the right side of HMRC. You'll get paid fast, accurately and always on time.

### What we do for you

- Invoice your client or agency
- Calculate payroll
- Assist with workplace insurance
- Deduct PAYE and NI

### How you benefit

- Low fees
- Same day payments
- Consultants available for advice and assistance when you need it
- £17 million workplace insurance
- Access to thousands of discounts on leading brands

# How does it work?

- 1 Submit your hours to your agency or client and send us a copy of your timesheet
- 2 We invoice your agency on your behalf and your agency pays us
- 3 Genie MPS receives your gross from your agency and runs the payroll
- 4 We calculate and deduct your relevant taxes, NI, pensions, etc for HMRC
- 5 We transfer your net pay to your personal account via faster payments
- 6 We email you your payslip to let you know when your pay will clear - simple



100% of the money we receive is paid out on the same day, so you can get on with spending it!

Because we know life is full of the unexpected, we can even do advance payments on request for a small fee.

We're here for any help at all, so, if you have questions after reading this, get in touch:

Email - [support@granite-bpo.com](mailto:support@granite-bpo.com)

WhatsApp - [07388 726 157](https://wa.me/07388726157)

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