

## PEO ONBOARDING PROCESS

### AGENCY

1. Agency confirms PAYE and Holiday Pay rate to worker.
2. Agency tells worker that they should expect an email from Compass for PEO onboarding (sender Compass / Signable e-sign).
3. Agency sends an email to **referrals@compasscontracting.co.uk** with worker's name, mobile number and email address
4. Agency sends the Assignment Schedule to Compass (example [here](#))

### COMPASS

1. Compass adds worker to onboarding system which generates an email to the worker with Starter Pack and Right To Work ID request.
2. Compass confirms to Agency once worker is onboarded and ready for payment

Note that PEO provides a straight forward PAYE payment with none of the Umbrella complexities (Employers deductions etc). Therefore the worker does not normally receive an onboarding call from Compass, unless they are having technical difficulties.

### PAYROLL PROCESS:

1. Agency sends weekly breakdown of days/hours worked x the combined PAYE & Holiday rate to Compass
2. Compass sends invoice to Agency plus Employment costs (Employer NI, Pension and Apprenticeship Levy) plus our Administration Fee.
3. On receipt of funds Compass make Employee deductions and pays worker, issuing a simple PAYE payslip.