YOUR GUIDE TO GETTING STARTED | UMBRELLA & CIS

Welcome aboard. Good to have you with us.

Thanks for choosing NWM. Here's your quick guide to getting set up, knowing what to expect on payday and making the most of My Rewards.



Thursday payday. Regular check-ins. Help when you need it.

Open your personal portal

0330 333 4240

FCSA Umbrella Accredited Member

FCSA Self-Employed / CIS Accredited Member

FCSA | Diligence Hub

SafeRec Audited at Source in Real-Time Certified

FCSA accredited for Umbrella and CIS.
Connected to FCSA's Diligence Hub, with real-time verification of Umbrella PAYE and CIS payments through veriPAYE.
SafeRec certified, with real-time auditing of Umbrella PAYE payslips and CIS statements.

YOUR FIRST-WEEK CHECKLIST

First things first. Let's get you ready.

A few checks now will help your first payment go smoothly. We will guide you through the details for your service and assignment.

01 Check your details.

Check your name, mobile number, email and bank details. Use the secure process our team provides for documents and bank information.

02 Complete your documents.

Complete any outstanding registration checks and return the documents we request. We will explain which agreement and checks apply to you.

03 Confirm the assignment.

Confirm your agency, rate, expected hours or days and start date. Check who needs your timesheet, who approves it and by when.

04 Try your portal login.

Use the login details provided to access your personal portal. If you have not received them or cannot sign in, contact our team.

Paid through Umbrella?

Your employment documents explain your pay, holiday and pension arrangements. Ask us about anything you would like clarified.

Paid through CIS?

Your subcontractor documents explain the service and deductions. Registration includes the relevant working-arrangement checks and HMRC verification.

Need a hand getting started? Email our team

YOUR PAY, EXPLAINED

Hello, Thursday. Let's talk payday.

Your first payment should feel familiar before it arrives. We will explain what to expect. We text you when your payment has been made, and your payment information is available in your personal portal.

Thursday is our regular weekly payday.

We will confirm your first payment date and the timesheet and approval deadlines for your assignment. If you are unsure about an arrangement, ask us before the deadline.

Send your time as agreed.

Follow the timesheet process agreed for your assignment. Let your agency and NWM know if your hours, rate or assignment details change.

Your Umbrella payslip

Check the hours or days, pay rate, tax code, gross pay, holiday pay and deductions shown. Your take-home pay can vary with your tax code or working pattern.

Your CIS payment statement

Check the work period, payment amount and deductions. We can explain NWM's margin, any CIS deduction and the figures shown on your statement.

We will be in touch.

We will call after your first paid week to see how things are going, then every four weeks while you use NWM. If a payment or statement needs explaining, you can contact us between calls.

Ask us about your payment **0330 333 4240**

NWM MY REWARDS

A little more to look forward to.

A rewards programme for eligible active Umbrella employees and CIS subcontractors paid through NWM.



Make it yours.

Earn points through qualifying payments, loyalty milestones, referrals and selected promotions. Use points towards available meals out, team shirts, music and family experiences.

Log in to your personal portal to check your points. Tell us what you enjoy through the My Rewards Wishlist, and ask our team about available rewards.

Eligibility, qualifying activity, reward availability and programme terms apply. Some rewards contribute towards a cost.

My Rewards terms: Log in or request a copy.

Log in to My Rewards

Ask about My Rewards

enquiries@nwm.uk.com

nwm.uk.com