

# Eden Update – July 2009

## New System Launch

We are pleased to announce that Eden will be converting to a new system over the next six to eight weeks. As Eden has grown our existing systems have at times struggled to cope and this combined with some of our aspirations to enhance our service has lead to our decision to change. Whilst you will not see many of the changes that we will make behind the scenes there will be some obvious signs to you as we move forward.

## New Wage Slips

One of the first changes you will see will be the introduction of a new wage slip. The new wage slips will come in two parts and provide a much more detailed breakdown of your hours worked and expenses claimed and approved. Other new features include, breakdown of the holiday entitlement within the hourly/daily rate, accrued holiday pay balance (if you have decided to retain this) and carried forward expenses balance to name just a few. Images of the new wage slips appear below. A detailed explanation of how they are laid out will accompany your first wage slip.

Eden Outsource Ltd  
 Tuscan House  
 Trafalgar Way  
 Camberley  
 Surrey  
 GU15 3BN

To:  
 MS Anita Leja  
 1234 Smith Lane  
 GU15 3BN

PAY ADVICE						
COMPANY NAME	PAYROLL NO	AGENCY	SURNAME	FORENAMES		
Eden Outsource Ltd	500792	766002	Leja	Anita		
PAYMENTS		DEDUCTIONS				
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	YTD		
Period Payment	535.57	Gross Pay For Tax	798.20	1,789.20		
Expenses Allowed	150.00	Tax Deducted	132.66	232.66		
Holiday Payment	62.59	NI Contribution	74.60	74.60		
Bonus/Commission Paid	207.04					
<b>TOTAL PAYMENTS</b>	<b>948.20</b>	<b>TOTAL DEDUCTIONS</b>	<b>425.74</b>			
DATE	MONTH	WEEK	TAXCODE	NI NUMBER	PAY BY	NET PAY
06/07/2009		14	647U, Week One		Bank	522.50
PAYMENT BREAKDOWN						
A) Total Income to the company	:	1,045.00				
B) Employer NI paid to HMRC	:	86.81				
C) Admin Fee	:	9.99				
D) Total Available for Salary (A - B - C)	:	948.20				
E) Including Expenses	:	0.00				
F) Total Payments (D + E)	:	948.20				
G) Tax Deducted	:	132.66				
H) Employer NI	:	74.60				
I) Other Deductions	:	0.00				
J) Total Deductions (G + H + I)	:	207.26				
K) Paid to Employee (F - J)	:	522.50				
L) Retained by Company	:	218.90				
M) Superann C/P	:	0.00				
N) Hours	:	96.50				

\* Please note 'Gross Pay For Tax' does not include any expenses paid.

500792  
 Leja Anita  
 Period : 14

Timesheets :

TS ID	Start Date	End Date	Agency	Service Ref	Type	Rate	Hours (Days)	Value	Amount Paid
10	16/06/2009	17/06/2009	AGS Health & Science Services	2M04717	Overtime	12.00	10.00	120.00	230.00
10	16/06/2009	17/06/2009	AGS Health & Science Services	2M04717	Hourly Rate	11.00	10.00	110.00	230.00
9	10/06/2009	11/06/2009	Concora Limited	2M04716	Overtime	12.00	5.00	60.00	0.00
9	10/06/2009	11/06/2009	Concora Limited	2M04716	Hourly Rate	11.00	15.00	165.00	0.00
5	16/06/2009	20/06/2009	Concora Limited	2M04713	Hourly Rate	10.00	35.00	350.00	350.00
4	16/06/2009	20/06/2009	Concora Limited	2M04713	Overtime	10.00	5.00	5.00	65.00
4	16/06/2009	20/06/2009	Concora Limited	2M04713	Hourly Rate	12.00	5.00	60.00	65.00
3	15/07/2009	20/07/2009	Concora Limited	2M04713	Hourly Rate	10.00	5.00	50.00	90.00
2	02/06/2009	10/06/2009	Concora Limited	2M04713	Overtime	20.00	10.00	200.00	300.00
2	02/06/2009	10/06/2009	Concora Limited	2M04713	Hourly Rate	10.00	15.00	150.00	300.00
<b>Totals</b>								<b>1,276.00</b>	<b>1,690.00</b>

Expenses:

Claim ID	Claim Date	Claim Reference	Expenses Claimed	Expenses Processed
Totals				

\* Please note 'Expenses Processed' may be different from expenses paid.

## Text and Email Communications

Our new system also allows us to text and has greater capability around emailing of wage slips and general communication. Over time we intend to send you notification via text that your wage slips have been generated and the amount paid into your account. These changes will also mean that you will have the choice to receive your wage slips via email or in the post but not both.

## Other Changes

One of the largest changes will be the introduction of an online portal. This will not happen until later in the roll out and again separate communication will be sent around this. The portal will allow you to access such information as wage slips, P60s, P45s, and information on timesheets and expenses online. It will eventually also allow you to submit expenses online and change your details such as address, telephone numbers and email addresses.

The only other major change will affect people currently retaining holiday pay with us. In the past we have allowed people to elect what percentage of their wage they would like us to retain as a holiday/sick fund. We have made the decision in line with current legislation and in many cases to clear up any confusion, to only allow holiday retention at 12.07% rather than at a percentage elected by you. If you currently retain holiday pay then this will change to 12.07% when the new system is introduced. If you do not wish to do this please contact us.

## Summary

In short the new system will bring many new benefits over the next few months and we will endeavor to communicate as much as possible with you on an ongoing basis. If any of these changes cause any confusion or if you have any questions please do not hesitate to contact us.