

How MSR Umbrella Services work?



MSR 360 Services:

MSR works round the year for the clients, agencies and employees. The payroll process begins as soon as you join as an employee and the last PAYE information is run through or system.



Weekly routine:

Mon/Tues: Employee: Employees complete and submit their expense forms; detailing all they have incurred in the performance of their duties. Deadline for timesheet & expense submission is 5PM every



Tuesday: Agency: MSR receives information from respective Agency relating to employees' hours work and rate completed in the previous week. Once information is received; MSR processes the information and invoice the agencies.



Wednesday: MSR check, validate and finalises pay for each employee and payroll is run. As soon as payroll is completed, employee receives SMS confirmation of their net pay and payslip is emailed to each employee.

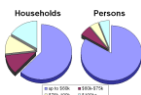
Employee: Text message is sent to employee confirming net pay after completion of payroll.



Thursday: Employee: All payslips are sent via e-mail to the employees; MSR consultants are handy to resolve any query.



Agency: Consultant from the agency will send MSR employees payroll report. MSR receives funds from the agency for the respective invoices issued earlier in the week. MSR payroll consultants are ready to provide and resolve any pay queries.



Friday: Employee: Employee receives funds into the nominated personal bank account. All new starter information needs to be sent to MSR payroll no later than 5PM Friday. The information is updated in the system for the payroll process to begin again on Monday.



Agency: MSR Consultants exchange information with the agencies in respect of the new starters. New starter information needs to be sent to MSR payroll no later than 5PM Friday.

For further information:

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