

Accentra Primo Umbrella

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I ENHANCEMENTS

I.1 FURLOUGH PAY

We've updated Primo Umbrella to accommodate the UK Government's Coronavirus Job Retention Scheme.

You can flag contractors as furloughed and enter the start and end date of their furlough leave under the new Furlough Settings section in the Umbrella tab of their record. This only applies to contractors whose contract start date is on or after the 28th of February 2020 and is not applicable for any CIS contractors.

Furlough Settings

PROCESS FURLOUGH PAY?	FURLOUGH START DATE	FURLOUGH END DATE	FURLOUGH PAYMENT
Yes	27/04/2020	<Not Specified>	£200.00

You can amend the Furlough Pay Rate by going to the Payments tab in the contractor record and clicking the Edit/Pencil icon. We've added some restrictions to ensure you don't enter a value that exceeds the £2,500 monthly (or appropriate value for weekly, 2 weekly, 4 weekly) limit.

The system will not allow you to create a new timesheet for a furloughed contractor. Similarly, you won't be able to process furlough pay for a contractor for whom a timesheet already exists, or if they are currently receiving statutory payments. You also won't be able to process furlough pay for a contractor for whom you haven't entered a furlough start date. Error messages will be presented if any of these scenarios are attempted.

NEW TIMESHEET

Gary Buttor

Select Agency

Select Assignment

Address for Invoicing

Work Location

United Kingdom

Timesheet not permitted.

Contractor is on Furlough Pay

MOBILE NUMBER

1456789

EMA

Goku

STATUS MESSAGE

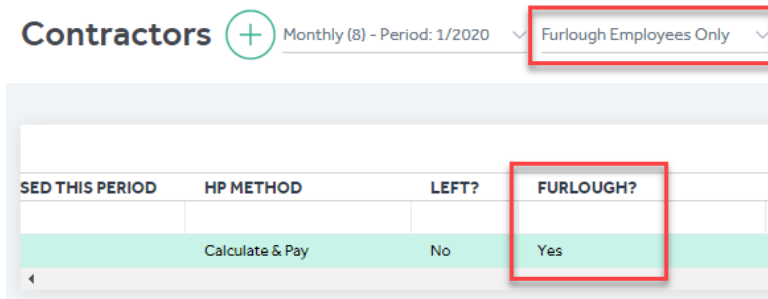
EMPLOYEES PROCESSED:1 SUCCESS:0 FAILED:0 SKIPPED:1

REASON

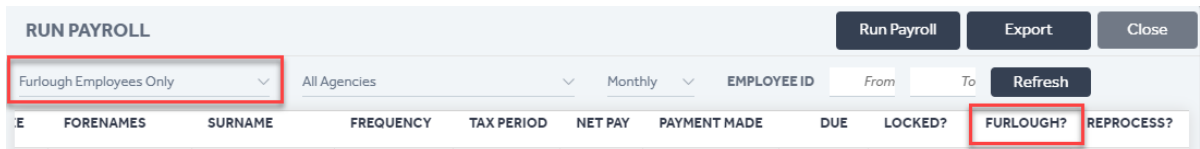
Employee ID: 50039 ;System ID :12133 Ian Fishburn - Employee is on Statutory payment! Furlough Pay cannot be processed

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We've added a new column to the contractor list screen to show whether a contractor has been furloughed. You can also filter the list to show furloughed employees only.



You can also view contractors' furlough status and filter the list to only show furloughed contractors in the Run Payroll screen.

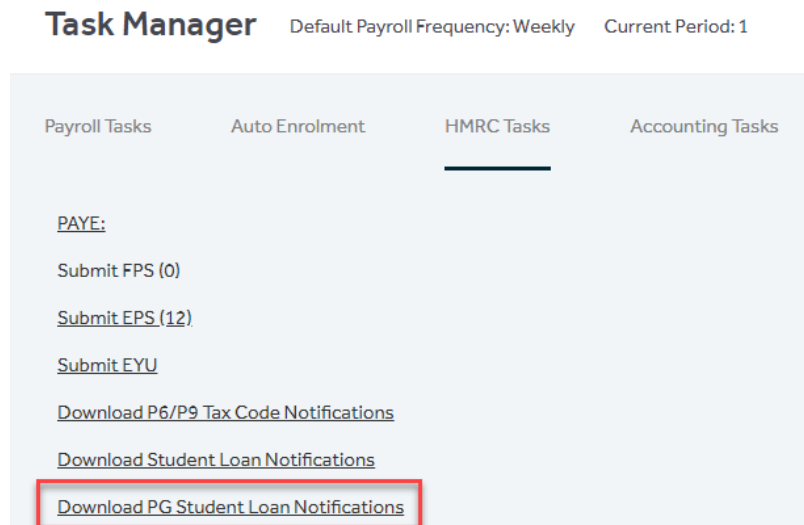


There is a new Furlough Control Report which you can find in the Payroll Reports section in the main menu.



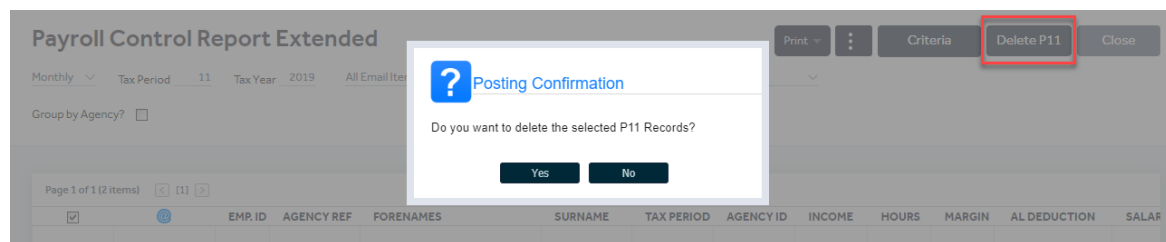
I.2 POSTGRADUATE STUDENT LOAN NOTIFICATIONS

We've now added the facility to download postgraduate student loan notifications from HMRC. You can do so by going to the HMRC Tasks tab on your task manager screen.



I.3 BULK DELETE P11 RECORDS

There's now a "Delete P11" button at the top of the Payroll Control Report Extended screen so you can select multiple P11 records and delete them in bulk. You'll be presented with a confirmation pop-up box before the records are deleted and reversed.



I.4 ADDRESS AND BANK ACCOUNT VERIFICATION

Primo Umbrella now has an API with Loquate, a platform that allows you to verify the postcodes and bank account details you enter in a contractor's record. You can learn more about Loquate's products and pricing on their website: <https://www.loquate.com/en-gb/>

If you choose to sign up to their address and/or bank verification products you can link your Loquate account with your Primo Umbrella account by entering your License Key in the Integrations page in Primo Umbrella. The section is labelled PostCodeAnywhere.



PostCodeAnywhere

Require Bank Account Validation	Yes	▼
Enable PostCode Validation	Yes	▼
License Key		

Once the connection is live, you'll be able to verify an address by starting to type into the postcode field and a list of valid addresses for you to choose from will automatically appear. Once you have selected the address from the list, the rest of the address fields will be populated automatically. To verify bank details, you can click the link that appears next to that section.

Contact Details

Address Line 1	Address Line 2
< To Be Specified >	< To Be Specified >
County/State	Post Code
< To Be Specified >	EC2N 2AT
Communication Method	<div> 30 Throgmorton Street London EC2N Wavestone Advisors UK, Wamford Court 29 Throgmorton Street London EC2N V I M Group Ltd, Wamford Court 29 Throgmorton Street London EC2N Trustbridge UK Ltd, Wamford Court 29 </div>
Select	

Bank [Validate Account Number](#)

I.5 CONTRACTOR RECORD - DOCUMENT TAB

A new Documents tab has been added to allow Enterprise Edition users to view and add documents (sick notes, ID, proof of address, etc.) directly from a contractor's record.

I.6 RIGHT TO WORK EXPIRY REPORT

You can now generate a report to show contractors' right to work document expiry dates. You can find this option in the main menu under MIS Reports.

Note: As there have been few design changes on the portal, please press (Ctrl + Shift + R) to update your cache to the latest version when you login to the portal if you're experiencing continuous loading/freezing issues.

SUPPORT

We welcome any suggestions for improvements to the software. Please send an email to the below mentioned email address if you have any feedback or suggestions.

If you are experiencing any issues with the software please email the support team at support@accentra.co.uk before you call. This will generate a support ticket and allow our team to respond promptly. Please include your Payroll company ID and contact details in the email.

Primo Umbrella Support Team

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