



PayePass Fortify

Umbrella Accreditation
Assessment Process

Umbrella Accreditation Assessment Process



The protection of the entire temporary contractor supply chain is the primary mission of PayePass and the driving force behind all its services. To Fortify that mission, the PayePass accreditation for umbrella employers will, bar none, challenge all applicants to demonstrate and prove that they only provide lawful services and deliver them with complete integrity.

The areas that will be examined include:

- Who you are and who the key persons in your business are;
- How you interact with applicants for your services;
- How you interact with agencies and end-clients in your supply chain;
- How you meet, implement and monitor compliance requirements;
- Payment calculation, receipt, communication and processing;
- Deduction calculation, communication and processing;
- Your ethical, financial and commercial position; and
- How you interact with recipients of your services.

The process to achieve a Fortify Umbrella Accreditation has multiple stages.

Stage 1

Prior to an on-site, eyes on audit at the premises of all applicants, the following will be provided by them:

1. Declaration of integrity for each director / owner of the business;
2. Full and transparent disclosure of current and former business activities;
3. Financial reports and accountant's certificate;
4. Templates of all documents and emails in actual use throughout the business;
5. Internal and external facing policies and procedures;
6. Training, disciplinary and complaints records;
7. Evidence of adherence to anti bribery, corruption, money laundering, tax avoidance and evasion legislation; and
8. Evidence of any HMRC, other government depart, regulatory or oversight body investigations.

Stage 2

Upon PayePass being satisfied that stage 1 has been fully complied with:

1. Extensive investigations in relation to all supplied information and documentation will be undertaken;
2. PayePass in-house legal, accountancy and payroll expertise will be tasked with scrutinising all operational processes and documents; and
3. To the extent required, additional information and documentation will be requested.

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Stage 3

Upon PayePass being satisfied that stage 2 has been fully complied with, with no unlawful conduct having been identified:

1. A date to commence an on-site, eyes on audit will be arranged;
2. No audit will take less than one full business day and may take longer dependent upon an applicant's business;
3. PayePass in-house legal and payroll auditors will attend the applicant's premises to undertake the audit;
4. The applicant's team will be subject to in-depth questioning on their specific roles and responsibilities;
5. The applicant's operational processes, from onboarding to off boarding umbrella employees and calculating salaries to making all related payments, will be demonstrated by managers and key personnel via all software, portals, and documentary processes in use by an applicant;
6. Actual operational use of all prior disclosed templates, policies and procedures will be evidenced by live demonstration; and
7. Throughout each stage of the eyes on audit process, applicant's will be subject to in- depth questioning for clarification as necessary and to establish that all operational processes are lawful and fit for purpose.

Stage 4

Outcomes of Stage 3 will be further scrutinised away from the applicant's premises and only then will one of the following outcomes be confirmed:

1. Fail – with reasons provided;
2. Pass subject to remedial actions to be successfully undertaken within fourteen days – with reasons give; or
3. Pass – no remedial action required.

Stage 5

A Fortify Umbrella Accreditation award will be renewed annually, but post award and to retain it, all successful applicants will be required to:

1. Inform PayePass of all material changes to its business, including changes to key personnel, within 14 days of the date of each taking place;
2. Inform PayePass of any HMRC, other government depart, regulatory or oversight body investigations within 14 days of such commencing;
3. Inform PayePass of any formal complaints within 14 days of receipt together with an explanation of how each is to be resolved; and
4. Submit to desktop auditing of operational processes by PayePass, on a quarterly basis, for it to be satisfied that the award continues to be justified.