



**Welcome to  
Churchill Knight Umbrella**

**Accountants  
Experts for Experts**



# Welcome to Churchill Knight Umbrella

## Contents

- 3 Complete The Onboarding Process**
- 4 Important Information Regarding The Onboarding Process**
- 4 Additional Login Information**
- 5 Downloading the My Digital app**
- 6 SafeRec**
- 7 Churchill Knight Rewards**
- 8 Benefits**
- 9 Contact Information**
- 10 Referral Promotion**





## Welcome to Churchill Knight Umbrella

### Complete The Onboarding Process

Before you officially become an employee of Churchill Knight Umbrella and we start paying you, we must ask you to provide us with the following information to complete the onboarding process. All of these documents can be submitted via the following link:

[www.churchill-knight.co.uk/upload/](http://www.churchill-knight.co.uk/upload/)

01

#### **Completed Contract of Employment**

This is a digital document that you can access from a link that will be sent to you in a separate email via Signable. Please click the link, sign it and submit it; it will then automatically be sent to the onboarding team.

02

#### **A copy of your P45 or a completed New Starter Checklist**

If you have a P45, please upload it via the link above. If you do not have a P45, please complete the **New Starter Checklist form** on our website.

03

#### **Photo ID**

We are legally required to ensure that you have the right to work in the UK. To complete this requirement please provide a copy of your passport if you are a British or Irish citizen. Otherwise, please generate a share code using the **government's online right to work checking system** and send this to us. Please note, we do not accept a driving licence as proof of your right to work in the UK.

**Please return the completed documents/information to us as soon as possible as failure to do so will affect our ability to pay you.**

If you have any questions about the onboarding process, you can give our friendly team a call on **01707 669043** or email us at **onboarding@churchill-knight.co.uk**.



## Welcome to Churchill Knight Umbrella

### More Important Information to Complete the Onboarding Process

If you have not already, please ensure you advise your recruitment agency or end-client that you have registered to our umbrella service.

We will pay you your salary subject to all deductions by 5:30pm on the day we have received the funds from your agency - provided they have sent us the funds by 14:00. Payslips for all payments made will be emailed to you and will be available to view on the My Digital app and portal shortly after you have been paid. You will also receive a notification when you have been paid.

You can use our umbrella service with any recruitment agency and/or end-client you work with in future. All you need to do is let us know when you take on a new contract assignment and we'll take care of the rest. Please don't forget to log your hours on My Digital via your mobile/tablet or online portal!

### Additional Login Information

Once you have provided the required documents to complete the onboarding process, you will be sent your login details for the My Digital app. This will be sent to you in a separate email from umbrella holdings. Click on the link contained in the email to activate your account.

If you have not received this within 48 hours of completing the onboarding process with us, please contact us on **01707 669043** or email **[onboarding@churchill-knight.co.uk](mailto:onboarding@churchill-knight.co.uk)**.

**You must log your hours on the app/portal in order to get paid on time. Please contact the onboarding team if you need support with this.**



## Welcome to Churchill Knight Umbrella

### Downloading the My Digital app

The My Digital online portal and mobile app is very easy to use and will allow you to manage payroll from anywhere, and at any time of day.

With the My Digital app you can:

- Log and submit your hours for each working week; there is no need for you to email us your timesheets
- Update your contact information as and when required
- Receive payment notifications when you are paid via same-day Faster payments
- View your payslips on the app as soon as they become available

You can use the app anywhere on your mobile or tablet device, or if you prefer you can log on via any suitable PC or laptop browser.

#### Downloading the My Digital app is easy

Visit the App Store on any Apple device, or visit the Google Play Store on an Android device, and search for the 'My Digital' app. It's completely free to download, and to login simply input the login information that will be provided by our payroll team in a separate email from Umbrella Holdings.

You can also download the My Digital app via our website:

[www.churchill-knight.co.uk/my-digital/app](http://www.churchill-knight.co.uk/my-digital/app)

**We've put together a quick guide for you to view on our website to help you get the most out of the My Digital portal.**



## Welcome to Churchill Knight Umbrella

### SafeRec

Churchill Knight Umbrella is proud to be a Certified SafeRec Umbrella Company. Powered by AI, SafeRec's auditing software is revolutionising compliance within the contractor payroll sector. When we process your payroll for the first time, you will also receive an email from Payslip Buddy (powered by SafeRec) – the first independent third-party auditor that ensures your payroll has been processed compliantly, and there are no unethical deductions or hidden costs being deducted from your pay. The email will have a link you need to click to activate your Payslip Buddy account.

Once you have activated your Payslip Buddy account, you will automatically be emailed a payslip report every time we process your payroll and issue you a payslip. This transparent approach means you can work on your temporary assignments with complete peace of mind – knowing that you are being paid correctly and compliantly by an umbrella company that truly values transparency. You can also login to Payslip Buddy at any time to check the audit reports for your payslips.

Simply put, Payslip Buddy puts compliance in your hands. Every time you are paid, you are sent a detailed payslip audit generated by state-of-the-art AI software to check we have paid you in accordance with HMRC and that no unethical deductions or anomalies have occurred. We are delighted to be one of the few umbrella companies committed to transparency and ensuring our employees receive the best service.

For more information, please visit the [Payslip Buddy website](#) or contact the Churchill Knight Umbrella Onboarding Department.





## Welcome to Churchill Knight Umbrella

### Churchill Knight Rewards

For only £5 extra per week (added to your margin), you can access hundreds of special offers, discounts, and promotions from popular UK retailers such as ASOS, Curry's, Nike, IKEA, and many leading UK supermarkets. Also included in **Churchill Knight Rewards** are amazing extras, such as:

- Access to a 24/7 GP helpline
- 24/7 consultation service through 'Your Online Doctor' to book consultations and arrange delivery of medications
- Savings of up to 20p per litre with a BP fuel card
- Exclusive gym membership discounts
- Cheaper holidays with fantastic savings on travel and accommodation
- Financial advice, and much more!

#### How to access Churchill Knight Rewards

Adding Churchill Knight Rewards to your service with us is extremely easy! You do not need to do anything if you have already added Churchill Knight Rewards to your service during the registration process. You will receive an email from Churchill Knight Rewards with all the information you need to start benefiting from the service, including the login URL, username, and an option to set your password. Ongoing support is also available should you need it.

If you want to add Churchill Knight Rewards to your payroll service, please call our friendly Umbrella Department on **01707 669026**. Once you have let us know you want to start benefiting from hundreds of discounts and added benefits, we'll enrol you to Churchill Knight Rewards, and £5 will be added to your weekly margin the following week.





## Welcome to Churchill Knight Umbrella

### Benefits For You

**FCSA-accredited umbrella** - We are accredited by the Freelancer and Contractor Services Association (FCSA) - showcasing our commitment to compliance within our sector and ensuring our employees are paid correctly and compliantly.

**Access to My Digital** - A state-of-the-art online portal and mobile app that makes logging your hours worked and viewing your payslips easier than ever before.

**Comprehensive insurance** - You are covered with £10 million Employers' Liability Insurance, £10 million Public Liability Insurance and £5 million Professional Indemnity Insurance. If you need even more cover, please call us to discuss.

**Same Day Faster Payments** - Churchill Knight Umbrella provide Same Day Faster Payments to ensure you are paid on time, every time.

**Employee Benefits** - As a Churchill Knight Umbrella employee, you are entitled to Sick Pay, Maternity Pay and Paternity Pay.

**No unpleasant surprises** - There are no hidden costs when you use Churchill Knight Umbrella. No joining fees, no leaving fees and no extra costs that will take you by surprise.

**Ongoing support** - Our dedicated Onboarding and Customer Service teams are on hand to offer support throughout your time with us and answer any questions you may have.

**Referral rewards** - You can earn rewards for referring your friends and family to our accountancy and umbrella services.

*"I am happy with Churchill Knight and do recommend the company to my friends as they have done well by me and I feel comfortable that all the advice and assistance is legal and safe."*

**Chandni, contractor**





## Welcome to Churchill Knight Umbrella

### Contact Us

If you require any assistance, please do not hesitate to get in contact with us by phone, email or directly on the Churchill Knight website - the details are highlighted below.

Thank you for joining Churchill Knight Umbrella and welcome to our service - we're happy to have you on board!



 **01707 669043**

 **onboarding@churchill-knight.co.uk**

 **www.churchill-knight.co.uk**



## Welcome to Churchill Knight Umbrella

### Refer a Friend or Colleague



#### Refer a friend or colleague

Refer a friend or colleague to a Churchill Knight accountancy package and **receive £120 Love to Shop voucher.\***

Refer a friend or colleague to Churchill Knight Umbrella and we'll **pay back our margin for 2 weeks** - for you and the person you refer.\*

*\*Terms and conditions apply*



## Accountants Experts for Experts

### Comprehensive Services for Contractors

- Umbrella Company
- Limited Company
  - CIS
- Sole Trader Accountancy
- Small Business Accountancy
  - Personal Tax
- Landlord Accountancy
- Outsourced Payroll

Call us now on: **01707 669043**

Email us at: **onboarding@churchill-knight.co.uk**



First Floor Offices ● Suite G ● 230 High Street ● Potters Bar ● EN6 5BL

Email: [umbrella@churchill-knight.co.uk](mailto:umbrella@churchill-knight.co.uk) ● Tel: 01707 871610 ● [www.churchill-knight.co.uk](http://www.churchill-knight.co.uk)