

Key Information Document

This Document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information can be found at <https://www.gov.uk/government/publications/providing-a-key-information-document-for-agency-workers-guidance-for-employment-businesses>

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Your name:	[Candidate's Name]
Name of employment business:	IT Skillfinder Limited
Name of intermediary or umbrella company:	Parasol Ltd
Your employer:	Parasol Ltd
Type of contract you will be engaged under:	Contract of Service
Who will be responsible for paying you:	Parasol Ltd
How often the umbrella company and you will be paid:	Monthly (worker) Monthly (umbrella company)

INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

You are being paid through an intermediary or umbrella company: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still be finding you assignments.

The money earned on your assignments will be transferred to the umbrella company as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Your payslip may show you as an employee of the umbrella company listed below.

Name of intermediary or umbrella company:	Parasol Ltd
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£160 per day (Note: this is just an example, not the actual rate)
Deductions from intermediary or umbrella income required by law:	Employer's National Insurance calculated at 13.8% of the gross pay figure (above the secondary threshold of £175 per week) The apprenticeship levy is calculated at 0.5% of your gross pay figure. Auto-enrolment employers' pension contributions at 4% of the national living wage.

Any other deductions from umbrella income (to include amounts or how they are calculated)	Umbrella margin £128.50 per month
Expected or minimum rate of pay to you:	£160 per day <i>(Note: this is just an example, not the actual rate)</i>
Deductions from your wage required by law:	Income tax calculated at 20%/40%/45% above the personal allowance of £242 per week. Your personal allowance will reduce if your gross pay will exceed £100,000 per year. Employees NI is calculated at 8% above the primary threshold of £242 per week up to the upper earnings limit of £967 per week, and 2% thereafter. Employee's pension contribution is calculated at 4% net (5% gross) of the national living wage for the hours worked.
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	None
Any fees for goods or services:	None
Holiday entitlement and pay:	Your holiday entitlement per annum is: 28 days holiday. Holiday entitlement is calculated as a percentage, currently 12.07%
Additional benefits:	Access to collective facilities

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£3,466.67 <i>(Note: £160 is just an example, not the actual rate)</i>	
Deductions from intermediary or umbrella income required by law:	£300.29 Employer's NI £14.67 Apprenticeship Levy £88.89 Employer Pension Contribution (AE)	
Any other deductions or costs taken from intermediary or umbrella income:	Umbrella margin £128.50	
Example rate of pay to you:		£2,934.37 Monthly
Deductions from your pay required by law:		£377.22 Income tax £150.95 Employees NI £88.89 Employee Pension Contribution (AE)
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£2,317.25 monthly