

Key Information Document

This document sets out key information about candidate's relationship with employment business and the intermediary or umbrella company used in the engagement, including details about pay, holiday entitlement and other benefits.

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. All candidates 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

Name of employment business:	Hays Specialist Recruitment
Name of intermediary or umbrella company:	Exceed outsourcing Limited
Candidate's employer:	Exceed outsourcing Limited
Type of contract candidate will be engaged under:	Employment contract
Who will be responsible for paying the candidate:	Exceed outsourcing Limited
How often the candidate will be paid:	Weekly

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. Hays 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.

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

Name of intermediary or umbrella company:	Exceed outsourcing Limited
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying the candidate:	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from Hays:	£11.37 and £11.63 with pension
Deductions from intermediary or umbrella income required by law:	Employer's National Insurance Apprenticeship Levy Employer's Pension Contributions (where applicable)
Any other deductions from umbrella income (to include amounts or how they are calculated)	Margin this is calculated at 5% of the invoice value subject to a minimum of £5 and Maximum of £20

Expected or minimum rate of pay to candidate:	The minimum will be the age-prevailing National Minimum Wage
Deductions from your wage required by law:	Employee's National Insurance Income Tax and Employee Pension Contribution (where applicable)
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:	Standard holiday entitlement is 28 days (5.6 weeks) per annum this is calculated as a percentage of Gross Pay, currently 12.07%.
Additional benefits:	Contractor rewards

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from Hays:	£525 (£15 per hour / 35 hours per week)	
Deductions from intermediary or umbrella income required by law:	Employer's National Insurance £39.14 Apprenticeship Levy £2.27 Employer's pension £10.01	
Any other deductions or costs taken from intermediary or umbrella income:	Retained umbrella income £20.00	
Example rate of pay to you:		Basic pay at NMW £311.85 Profit Related Pay £92.89 Holiday Pay £48.85 Gross Pay £453.59
Deductions from your pay required by law:		Employee's National Insurance £32.47 Employee's pension £13.34 Income Tax £42.32
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£365.46