

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 0204 566 5333 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Name of employment business:	Hays Specialist Recruitment Ltd
Name of intermediary or umbrella company:	Danbro Workforce Solutions Limited
Candidate's employer:	Danbro Employment Umbrella Limited
Type of contract candidate will be engaged under:	Contract of Employment
Who will be responsible for paying the candidate:	
How often the umbrella company and you will be paid	Hays make 3 payments a week to the umbrella company upon receipt of an authorised timesheet. The umbrella company will pay you weekly upon receipt of funds.

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:	Danbro Employment Umbrella Limited
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying the candidate:	Danbro Employment Umbrella Limited is a subsidiary of Danbro Workforce Solutions Limited
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from Hays:	At £20 per hour, 40 hours per Week. £800 per week which we refer to as "contracted rate"
Deductions from intermediary or umbrella income required by law:	Employers National Insurance Apprenticeship Levy Holiday Pay Employer Pension Contribution

Any other deductions from umbrella income (to include amounts or how they are calculated)	Employer Margin £28 per timesheet (Weekly)
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Expected or minimum rate of pay to candidate:	<p>Minimum Rate of Pay = £488.4 (at National Minimum Wage)</p> <p>Expected pay = £666.67 (taking into account pension deductions and holiday pay)</p>
Deductions from your wage required by law:	<p>Employees National Insurance Contribution</p> <p>Income Tax</p> <p>Employees' Pension Contribution</p> <p>If relevant – student or postgraduate loan deductions</p> <p>If relevant – earnings attachment orders</p>
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	<p>If chargeable expenses are processed, net pay deduction of £5</p> <p>If requested by the contractor we make a charge for CHAPS payments, early payments or international payments all as a deduction from net pay</p> <p>Where we have provided an advance payment, or are recovering an overpayment, these deductions are taken from net pay</p>
Any fees for goods or services:	
Holiday entitlement and pay:	<p>Holiday Pay is calculated at statutory minimum of 28 days' a year or 12.07% and paid with every payment</p> <p>In this example the holiday pay element = £85.6</p>
Additional benefits:	<p>Where the margin retained is £28, we offer the contractor the option of BUPA Cashplan membership for which there is no additional charge.</p> <p>Salary Extras</p> <p>Contractors are by default covered by our group insurance policy with cover levels as follows subject to some exclusions in certain professions or high risk industries</p> <p>£10M employer's liability</p> <p>£5M public & products liability</p> <p>£5M professional indemnity</p>

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from Hays:	40 hours at £20 = £800	
Deductions from intermediary or umbrella income required by law:	Employers NI = £85.6 Employer Pension Contribution = £16.4 Apprenticeship Levy = £3.33	
Any other deductions or costs taken from intermediary or umbrella income:	Employer Margin = £28	
Example rate of pay to you:		Gross Taxable Pay = £666.67 (£594.87 + £71.8 Holiday pay)
Deductions from your pay required by law:		Income Tax = £84.99 Employees National Insurance = £33.97 Employee Pensions Contribution = £21.75
Any other deductions or costs taken from your pay:		None in this example
Any fees for goods or services:		None in this example
Example net take home pay:		£564.11 (Includes Employers Pension Contribution £16.4 & Employees' Pension Contribution £21.75)