

## 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

<b>Name of employment business:</b>	Hays Specialist Recruitment Ltd
<b>Name of intermediary or umbrella company:</b>	Parasol Ltd
<b>Candidate's employer:</b>	Parasol Ltd
<b>Type of contract candidate will be engaged under:</b>	<b>Contract of Employment</b>
<b>Who will be responsible for paying the candidate:</b>	Parasol Ltd
<b>How often the umbrella company and you will be paid</b>	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.

<b>Name of intermediary or umbrella company:</b>	<b>Parasol</b>
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying the candidate:</b>	<b>Parasol and the above named employment business are not connected. Parasol is independent to the above named employment business. A contract for services will be in place between Parasol and the employment business.</b>
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from Hays:</b>	<b>£20.00 per hour</b>
<b>Deductions from intermediary or umbrella income required by law:</b>	<b>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.</b>

Any other deductions from umbrella income (to include amounts or how they are calculated)	Margin £22.50 weekly
Expected or minimum rate of pay to candidate:	£12.21
Deductions from your wage required by law:	<p>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.</p> <p>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.</p> <p>Employee's pension contribution is calculated at 4% net (5% gross) of the national living wage for the hours worked.</p>
Any other deductions or costs taken from your wage (to include amounts or how they are calculated:	Where directed by HMRC deductions for student loan repayments or attachment of earnings orders
Any fees for goods or services:	
Holiday entitlement and pay:	Calculated at 12.07%
Additional benefits:	n/a

## 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:	<i>Employers NIC</i> <b>£88.42</b> <i>Apprenticeship Levy</i> <b>£3.43</b>	
Any other deductions or costs taken from intermediary or umbrella income:	<b>£22.50</b> <b>Margin</b>	
Example rate of pay to you:		<b>£685.65</b>
Deductions from your pay required by law:		<i>Income Tax</i> <b>£88.75</b>  <i>Employees NI</i> <b>£35.51</b>
Any other deductions or costs taken from your pay:		n/a
Any fees for goods or services:		n/a
Example net take home pay:		<b>£561.39</b>