

## 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>	Sterling Solutions Umbrella Limited
<b>Candidate's employer:</b>	Sterling Solutions Umbrella Limited
<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>	Sterling Solutions Umbrella Limited
<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>	Sterling Solutions Umbrella Limited
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying the candidate:</b>	<b>None</b>
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from Hays:</b>	<b>40 Hours @£20 per Hour</b>
<b>Deductions from intermediary or umbrella income required by law:</b>	Employer National Insurance Apprentice Levy Employer Pension Contribution
<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	Company Margin - £18.00 per Week

<b>Expected or minimum rate of pay to candidate:</b>	<b>£12.21 per Hour (Minimum Wage)</b>
<b>Deductions from your wage required by law:</b>	Income Tax Employee National Insurance Employee Pension Contribution
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated:</b>	<b>Sterling's service provides Public Liability, Employer's Liability and Personal Accident as standard but additional Professional Indemnity cover would be required for any contractors deemed to be in a Professional role at a charge of £3.00 per week.</b>
<b>Any fees for goods or services:</b>	N/A
<b>Holiday entitlement and pay:</b>	<b>Statutory Holiday pay is 20 days and 8 bank holidays (5.6 weeks). It will be paid on a rolled-up basis and processed with wage.</b>
<b>Additional benefits:</b>	Personal Accident, Employers Liability and Public Liability insurance as standard; Full Health & Safety & HR Support; A purpose-built App for viewing payments which is available 24/7; Access to the Sterling Rewards Scheme.

## EXAMPLE PAY

	<b>Intermediary or umbrella fees</b>	<b>Worker fees</b>
<b>Example gross rate of pay to intermediary or umbrella company from Hays:</b>	£800.00 Weekly 40 hours at £20 = £800	
<b>Deductions from intermediary or umbrella income required by law:</b>	£86.87 Employers N.I £3.38 Apprentice Levy £16.65 Employers Pension	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	<b>£18.00 Company Margin</b> <b>£0.00 Expenses</b> <b>£0.00 Personal Pension</b>	
<b>Example rate of pay to you:</b>		£675.11 Weekly
<b>Deductions from your pay required by law:</b>		£86.60 Income Tax £34.65 Ee's NI £22.20 Ee's Pension
<b>Any other deductions or costs taken from your pay:</b>		<b>£0.00 Other</b> <i>Please state details</i>
<b>Any fees for goods or services:</b>		<b>None</b>
<b>Example net take home pay:</b>		<b>£531.65 Weekly</b>