

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. You can raise a concern with them directly on 0204 566 5333 or via email eas@beis.gov.uk. Alternatively, contact 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:	Umbrella-Company Limited Trading name: Umbrella.co.uk
Candidate's employer:	Umbrella-Company Limited Trading name: Umbrella.co.uk
Type of contract candidate will be engaged under:	Contract of Employment
Who will be responsible for paying the candidate:	Umbrella-Company Limited Trading name: Umbrella.co.uk
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:	Umbrella-Company Limited Trading name: Umbrella.co.uk
Any business connection between the intermediary or umbrella company	There is no business connection between the employment business and the umbrella company.
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from Hays:	£16.20
Deductions from intermediary or umbrella income required by law:	None
Any other deductions from umbrella income (to include amounts or how they are calculated)	Umbrella Company Margin - £20 per week
Expected or minimum rate of pay to candidate:	You will receive at least the National Minimum Wage (or National Living Wage if

	<p>you are 21 and older). Minimum rates are detailed here: https://www.gov.uk/national-minimum-wage-rates</p> <p>Please refer to your contract for details of your gross rate of pay. The net amount payable will depend upon your tax code and applicable deductions (see below).</p>
Deductions from your wage required by law:	<p>Income Tax, National Insurance, Apprentice Levy, Employee Pension Contributions (kicks in after 12 weeks)</p> <p>Student Loan repayment deductions (if applicable)</p> <p>Deductions under a Court Order or Attachment of Earnings Order (if applicable)</p>
Any other deductions or costs taken from your wage	None in this example
Any fees for goods or services:	None in this example
Holiday entitlement and pay:	5.6 weeks per annum
Additional benefits:	<p>Pension Salary Sacrifice</p> <p>Employment tenure</p> <p>Accountancy Services</p> <p>IR35 Support</p> <p>Advance facility</p> <p>BHSF Healthcare Plan and BP fuel offering called Umbrella Rewards Pro £5.</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:	<p>Employer's National Insurance: £88.75</p> <p>Apprenticeship Levy: £3.44</p> <p>Employers Pension: £0 (Starts after 12 weeks)</p>	
Any other deductions or costs	Umbrella Company Margin - £20	
Example rate of pay to you:		Salary (Gross Pay): £687.81 (Includes £74.08 for holiday pay)
Deductions from your pay required by law:		<p>Income Tax: £89</p> <p>Employee National Insurance: £35.60</p> <p>Employee Pension: £0 (Starts after 12 weeks)</p>
Any other deductions		None in this example
Any fees for goods or services:		None in this example
Example net take home pay:		£563.21