

Umbrella: Key Information Document

This document sets out key information about your relationship with us, 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 0207 215 5000 or through the ACAS Helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

Your Name:	EXAMPLE
Name of Employment Business:	Hunter Gatherer AHP Resourcing Limited
Name of intermediary or umbrella company:	UMBRELLA COMPANY LIMITED
Your employer:	UMBRELLA COMPANY LIMITED
Type of contract you will be engaged under:	Contract of Service
Who will be responsible for paying you:	UMBRELLA COMPANY LIMITED
How often the umbrella and you will be paid:	Weekly (Worker) Weekly (Umbrella company)

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 the pay you for the work undertaken for the hirer. We 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. If you have any queries about these please contact us.

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

Name of intermediary or umbrella company:	EXAMPLE UMBRELLA COMPANY LIMITED
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£547.13 weekly (assuming holiday pay advanced)
Deductions from intermediary or umbrella company income required by law:	Employer national insurance contributions Employer pension contributions Apprenticeship levy (if applicable)
Any other deductions from umbrella income (to include amounts or how they are calculated)	12.07% holiday pay accrual
Deductions from your pay required by law:	PAYE tax Employee National Insurance Contributions Employee pension contributions
Any other deductions or costs from your pay (to include amounts or how they are calculated)	£15-£30 typical umbrella margin fee
Any fees for goods of services:	If required, we may need to process a DBS for you (£25-£50), process blood tests (£23 each) and update your training (£15)
Holiday entitlement and pay:	Holiday accrual at 12.07% based on 1 weeks annual holiday entitlement (inclusive of bank holidays), deducted from umbrella gross rate of pay, to be paid as leave taken. This can vary, e.g. AWR entitlement
Additional benefits:	None

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Example Pay:

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us	£547.13 weekly (assuming holiday pay advanced)	
Deductions from intermediary or umbrella income required by law:	£66.34 Employers NI £2.40 Apprenticeship levy £13 Employer pension	
Any other deductions or costs taken from intermediary or umbrella income.	£15 (assumed) umbrella margin fee weekly	
Example rate of pay to you:		£450.39 weekly (after ENIC and fee deductions)
Deductions from your pay required by law:		£16.69 Employees NI £41.70 PAYE tax £15.90 Employee pension contribution
Any other deduction or costs taken from your pay:		
Any fees for goods or services:		If required, we may need to process a DBS for you (£25-£50), process blood tests (£23 each) and update your training (£15)
Example net take home pay:		£392.00 weekly