

Key Information Document



This document sets out key information about your relationship with us and the intermediary or umbrella company used in your engagement, including details about pay, holiday entitlement and other benefits.

Further information can be found here www.crestplus.com. Alternatively you can call Crest Plus on 01244 684700.

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 020 7215 5000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Name of employment business:	Reed Specialist Recruitment Limited
Name of intermediary or umbrella company:	Crest Plus Operations Limited
Your employer:	Crest Plus Operations Limited
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Crest Plus Operations Limited
How often the umbrella company and you will be paid:	Weekly

INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

You are being paid through an intermediary or umbrella company: a third-party organisation that will calculate candidate's tax and other deductions and then pay you for the work undertaken for the hirer. Reed 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:	Crest Plus Operations 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:	To be confirmed for each role.
Deductions from intermediary or umbrella income required by law:	Employers National Insurance Apprenticeship Levy Employers Pension Contribution Holiday Pay
Any other deductions from umbrella income (to include amounts or how they are calculated):	Umbrella margin of £20.00 per week
Expected or minimum rate of pay to you:	To be confirmed for each role. This will consist of Basic Pay equivalent to National Minimum Wage and if there is a surplus once company costs have been taken in to consideration this will be paid as Profit Related Pay.
Deductions from your wage required by law:	Employee's National Insurance Income Tax Employee's Pension Contributions (deferred for 12 weeks)

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Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	None
Any fees for goods or services:	None
Holiday entitlement and pay:	Standard holiday entitlement is 28 days per annum and this is calculated as a percentage of Gross Pay, currently 12.07%.
Additional benefits:	A free comprehensive insurance package which includes personal accident and commute to work. A range of perks and discounts from our selected partners.

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£1,00.00 per week (excluding VAT) based on a 40 hour week	
Deductions from intermediary or umbrella income required by law:	Employer's NI £94.47 App. Levy £4.30 Employer's Pension £22.17 Holiday Pay £92.52	
Any other deductions from umbrella income (to include amounts or how they are calculated):	Umbrella margin- £20.00	
Expected or minimum rate of pay to you:		Basic Pay £457.60 Profit Related Pay £308.94
Deductions from your wage required by law:		Income Tax £97.52 Employee's NI £41.96 Employee's Pension £36.95
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):		None
Any fees for goods or services:		None
Example net take home pay:		£590.11