

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.

Email newbusiness@sapphireaccounting.co.uk for further information.

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.

GENERAL INFORMATION

Name of employment business:	Reed Specialist Recruitment Limited
Name of intermediary or umbrella company:	Sapphire D.N.P Limited
Your employer:	Sapphire D.N.P Limited
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Sapphire D.N.P 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 your tax and other deductions and then 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:	Sapphire D.N.P 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
Any other deductions from umbrella income (to include amounts or how they are calculated):	Umbrella Company Margin - £20/week Pension Salary Sacrifice saving (13.8% of the employees' contribution where applicable)
Expected or minimum rate of pay to you:	To be confirmed for each role. This will always be above the national minimum wage level.
Deductions from your wage required by law:	Employee National Insurance Contribution Income Tax Employee Pension Contributions (where applicable)
Any other deductions or costs taken from your wage (to	None

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include amounts or how they are calculated):	
Any fees for goods or services:	None
Holiday entitlement and pay:	Statutory Holiday pay is 20 days and 8 bank holidays. This is paid at 12.07% and paid on a rolled up basis by default with the option to be accrued with exact amounts clearly stated on payslips.
Additional benefits:	eWage - Employee Engagement & Benefits Portal

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£1,000/week (excluding VAT) Based on a 40 hour week	
Deductions from intermediary or umbrella income required by law:	Employers NI & App Levy - £100.87 Employer's Pension contribution- £20.94	
Any other deductions from umbrella income (to include amounts or how they are calculated):	Umbrella Company Margin- £20.00 Pension Salary Sacrifice - £5.26	
Expected or minimum rate of pay to you:		£852.93 (inc. £34.89 holiday pay)
Deductions from your wage required by law:		Income Tax- £115.20 National Insurance- £83.22 Employee pension- £34.90
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):		None in this example
Any fees for goods or services:		None in this example
Example net take home pay:		£619.61 (inc. holiday pay)