

## 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 at [Umbrella.co.uk](http://Umbrella.co.uk) or via Customer Services on 01625 546610.

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

<b>Name of employment business:</b>	Reed Specialist Recruitment Limited
<b>Name of intermediary or umbrella company:</b>	Umbrella.co.uk
<b>Your employer:</b>	Umbrella.co.uk
<b>Type of contract you will be engaged under:</b>	Contract of Employment
<b>Who will be responsible for paying you:</b>	Umbrella.co.uk
<b>How often the umbrella company and you will be paid:</b>	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.

<b>Name of intermediary or umbrella company:</b>	Umbrella.co.uk
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	None
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	To be confirmed for each role
<b>Deductions from intermediary or umbrella income required by law:</b>	<b>Employer's National Insurance Apprenticeship Levy Employer's Pension Holiday Pay</b>
<b>Any other deductions from umbrella income (to include amounts or how they are calculated):</b>	<b>Company margin - £15.00 per week</b>
<b>Expected or minimum rate of pay to you:</b>	To be confirmed for each role. This will always be above the minimum wage level.
<b>Deductions from your wage required by law:</b>	Employee's National Insurance Income Tax Employee's Pension Contributions (deferred for 12 weeks)
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated):</b>	None

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<b>Any fees for goods or services:</b>	None
<b>Holiday entitlement and pay:</b>	Standard holiday entitlement is 28 days per annum and this is calculated as a percentage of Gross Pay, currently 12.07%.
<b>Additional benefits</b>	<p>Umbrella.co.uk is one of the leading umbrella companies in the marketplace, run by qualified accountants. Working as approved suppliers to the majority of agencies in the UK, meaning our contractors never need to switch.</p> <p>We offer preferential rates, the opportunity of building employment tenure and allow contractors to benefit from all the rights of being employed, whilst enjoying the flexibility of contracting.</p> <p>Further benefits of our Umbrella service include:</p> <ul style="list-style-type: none"> <li>- Pension salary sacrifice</li> <li>- Exclusive high street discounts</li> <li>- VIP medical care package, including GP cover 24/7</li> <li>- Personalised portal and app to access benefits on the go</li> </ul>

## EXAMPLE PAY

	<b>Intermediary or umbrella fees</b>	<b>Worker fees</b>
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	£1,000/week (excluding VAT) Based on a 40 hour week	
<b>Deductions from intermediary or umbrella income required by law:</b>	<b>Employer's National Insurance-</b> £102.51 <b>Apprenticeship Levy-</b> £4.28 <b>Employers Pension Contribution-</b> £22.08 <b>Holiday Pay-</b> £92.21	
<b>Any other deductions from umbrella income (to include amounts or how they are calculated):</b>	<b>Umbrella margin -</b> £15.00	
<b>Expected or minimum rate of pay to you:</b>		<b>Basic Pay-</b> £763.92 <b>Holiday Pay-</b> £92.21
<b>Deductions from your wage required by law:</b>		<b>Income Tax-</b> £115.52 <b>Employee's National Insurance-</b> £88.26 <b>Employee's Pension contribution-</b> £36.81
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated):</b>		None in this example
<b>Any fees for goods or services:</b>		None in this example
<b>Example net take home pay:</b>		£615.54