

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 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 020 4566 5333 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:	Umbrella.co.uk
Your employer:	Umbrella.co.uk
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Umbrella.co.uk
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:	Umbrella.co.uk
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. This will always be above the national minimum wage level.
Deductions from intermediary or umbrella income required by law:	Apprentice Levy Employers NI Employee Pension Contributions (kicks in after 12 weeks) Student Loan repayment deductions (if applicable)
Any other deductions from umbrella income (to include amounts or how they are calculated):	Company margin - £20.00 per week
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's National Insurance Income Tax Employee's Pension Contributions (deferred for 12 weeks)
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	None

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Any fees for goods or services:	None
Holiday entitlement and pay:	5.6 weeks per annum
Additional benefits	<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"> - Pension salary sacrifice offering - Personalised portal and app to access benefits on the go - Mortgage partners that can support employees <p>Our Umbrella Rewards Pro offering includes a BHSF Healthcare Plan, BP fuel card and discounts at 1,000's of retailers. This can be added on by contractors for just a £5 increase in margin.</p>

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£1000 gross (£200 per day for 5 days a week)	
Deductions from intermediary or umbrella income required by law:	Apprenticeship Levy: £4.22 Employers NI : £111.91 Employers pension : £21.67	
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:		Gross salary inclusive of holiday (£92.53): £842.20
Deductions from your wage required by law:		Income Tax: £112.78 Employee NI: £48.00 Pension: £36.10
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:		£654.12