

Key Information Document

This document sets out key information about candidate's relationship with employment business and the intermediary or umbrella company used in the engagement, 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. All candidates 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:	Hays Specialist Recruitment Ltd
Name of intermediary or umbrella company:	Exceed Umbrella Limited
Candidate's employer:	Exceed Umbrella Limited
Type of contract candidate will be engaged under:	Employment Contract
Who will be responsible for paying the candidate:	Exceed Umbrella 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. Hays 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.

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

Name of intermediary or umbrella company:	Exceed Umbrella Limited
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying the candidate:	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from Hays:	Appropriate Minimum Wage (including holiday pay) plus employment costs and margin
Deductions from intermediary or umbrella income required by law:	Employment costs – Employers NI, Employers Pension, Apprenticeship Levy Employment deductions – Employees NI, PAYE, Student and Postgraduate Loans, Court Orders.

Any other deductions from umbrella income (to include amounts or how they are calculated)	Umbrella Margin £14.50 per week
Expected or minimum rate of pay to candidate:	Appropriate Minimum Wage
Deductions from your wage required by law:	Employment deductions Employees NI, PAYE, Student and Postgraduate loan, court orders
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	Any identified and notified overpayments / advances. Net pay already received in the same tax period.
Any fees for goods or services:	None
Holiday entitlement and pay:	28 days holiday per annum
Additional benefits:	Exceed Perks at Work

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from Hays:	£600 per week	
Deductions from intermediary or umbrella income required by law:	Employers NI - £48.00 App Levy - £2.61 Employers Pension - £12.08	
Any other deductions or costs taken from intermediary or umbrella income:	Umbrella Margin: £14.50	
Example rate of pay to you:		Basic Pay - £457.60 Holiday Pay - £56.31
Deductions from your pay required by law:		PAYE - £56.00 Employee's NI - £22.47 Employee's Pension - £16.11
Any other deductions or costs taken from your pay:		Any identified and notified advances and overpayments. Net pay already received in the same tax period
Any fees for goods or services:		None
Example net take home pay:		£428.22