

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:	Focused Consulting Limited
Candidate's employer:	Focused Consulting Limited
Type of contract candidate will be engaged under:	Contract of Employment
Who will be responsible for paying the candidate:	Focused Consulting 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:	Focused Consulting 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:	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:	Employer's National Insurance Apprenticeship Levy Employer Pension contribution – calculated on qualifying earnings (gross earnings above £120 if paid weekly/ £520 if paid monthly). From April 2020, minimum

	employer contribution = 3% (contractor dependent)
Any other deductions from umbrella income (to include amounts or how they are calculated)	Umbrella Margin £19.00 per week
Expected or minimum rate of pay to candidate:	To be confirmed for each role. This will always be above national minimum wage level.
Deductions from your wage required by law:	PAYE Tax Employee's National Insurance Employee Pension Contribution
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:	28 days holiday per annum
Additional benefits:	Focused Rewards Employer's Liability, Professional Indemnity and Public / Products Liability Insurance

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from Hays:	40 hours at £15 - £600	
Deductions from intermediary or umbrella income required by law:	Employers NI - £46.70 App Levy - £2.57 Employers Pension - £11.80	
Any other deductions or costs taken from intermediary or umbrella income:	Umbrella Margin: £19.00	
Example rate of pay to you:		Gross - £513.43
Deductions from your pay required by law:		PAYE - £54.20 Employee's NI - £21.71 Employee's Pension - £15.74
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£421.78