

## 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

<b>Name of employment business:</b>	Hays Specialist Recruitment Ltd
<b>Name of intermediary or umbrella company:</b>	KPPES Limited
<b>Candidate's employer:</b>	KPPES Limited
<b>Type of contract candidate will be engaged under:</b>	Contract of Employment
<b>Who will be responsible for paying the candidate:</b>	KPPES Limited
<b>How often the umbrella company and you will be paid</b>	Hays make 3 payments a week to the umbrella company upon receipt of an authorised timesheet. The umbrella company will pay you weekly upon receipt of funds.

### 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.

<b>Name of intermediary or umbrella company:</b>	KPPES Limited
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying the candidate:</b>	No business connection to report
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from Hays:</b>	£15.00 per hour worked
<b>Deductions from intermediary or umbrella income required by law:</b>	Employer's National Insurance, Apprenticeship Levy & Employer's Pension Contribution (where applicable)
<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	KPPES Limited's margin calculated of £22 per week

<b>Expected or minimum rate of pay to candidate:</b>	The hours you've worked multiplied by the applicable rate of National Living Wage
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<b>Deductions from your wage required by law:</b>	Income Tax, National Insurance & Employee Pension Contribution (where applicable) Student or postgraduate loan (where applicable) Earnings attachment (where applicable)
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated):</b>	None
<b>Any fees for goods or services:</b>	None
<b>Holiday entitlement and pay:</b>	Holiday Entitlement is 5.6 weeks per annum, paid in advance at a minimum of 12.07% of each salary payment.
<b>Additional benefits:</b>	Access to discounted shopping rates at high-street and online retailers, discounts on gym memberships and dining out.

#### EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
<b>Example gross rate of pay to intermediary or umbrella company from Hays:</b>	£600 (£15.00 per hour for 40 hours)	
<b>Deductions from intermediary or umbrella income required by law:</b>	Employer's National Insurance: £47.12 Apprenticeship Levy: £2.58 Employer's Pension Contribution: £11.89	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	KPPES Limited's margin: £22.00	
<b>Example rate of pay to you:</b>		£516.41 Gross Salary including Holiday Pay
<b>Deductions from your pay required by law:</b>		Income Tax: £54.80 Employee's NI: £21.95 Employee's Pension Contribution: £15.86
<b>Any other deductions or costs taken from your pay:</b>		N/A
<b>Any fees for goods or services:</b>		N/A
<b>Example net take home pay:</b>		£423.80 including Holiday Pay