

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:	Umbrella Company Limited (trading as Umbrella.co.uk)
Candidate's employer:	Umbrella Company Limited (trading as Umbrella.co.uk)
Type of contract candidate will be engaged under:	Overarching Contract of Employment
Who will be responsible for paying the candidate:	Umbrella Company Limited (trading as Umbrella.co.uk)
How often the umbrella company and you will be paid	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.

Name of intermediary or umbrella company:	Umbrella Company Limited (trading as Umbrella.co.uk)
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying the candidate:	There is no business connection between the employment business and the umbrella company.

Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from Hays:	£14.70
Deductions from intermediary or umbrella income required by law:	<ul style="list-style-type: none"> • Employers National Insurance • Apprentice Levy • Employers Pension contributions (if applicable)
Any other deductions from umbrella income (to include amounts or how they are calculated)	Umbrella company margin - £20 per week

Expected or minimum rate of pay to candidate:	<p>You will receive at least the National Minimum Wage (or National Living Wage if you are 23 and older). The current minimum rates are detailed here: https://www.gov.uk/national-minimum-wage-rates</p> <p>Please refer to your contract for details of your gross rate of pay. The net amount payable will depend upon your tax code and applicable deductions (see below).</p>
Deductions from your wage required by law:	<p>Income Tax National Insurance Employee Pension Contributions (kicks in after 12 weeks) Student Loan repayment deductions (if applicable) Deductions under a Court Order or Attachment of Earnings Order (if applicable)</p>
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
Holiday entitlement and pay:	5.6 weeks per annum
Additional benefits:	<p>Employment benefits – In addition, we include a free rewards scheme which includes a number of benefits. More information can be found at:- https://www.umbrella.co.uk/umbrella-services/umbrella-member-rewards</p> <p>Pension Salary Sacrifice – We have a pension salary sacrifice offering where we will pay into an employee’s individual SIPP. This is popular amongst those who now find themselves inside IR35.</p> <p>Employment tenure – Having operated within our sector for over 15 years we are preferred/approved suppliers to many agencies which means those who use our services can continue to do so across a contracting career building up continuity of employment.</p>

	<p>Accountancy Services – We have multiple accountancy brands. Offering accountancy services to those contractors that find themselves outside IR35 and those higher earning inside IR35 contractors who still require a self-assessment.</p> <p>IR35 Support – The IR35 status in most cases sits with the end hirer however for those working for small businesses who want an IR35 assessment we have partners in place who offer an insurance backed assessment.</p> <p>Advance facility – We understand that things can go wrong, whether it be missing a timesheet deadline or an approver on annual leave we will always do our bit to support both agency and contractor employee.</p> <p>Reputation – Our Trustpilot rating is made up of completely authentic reviews from our contractor employee base.</p> <p>Experience – We have been supporting agencies and their contractors for over 15 years.</p> <p>Our standard rewards are free of charge to employees. We do have a private medical and BP fuel offering called Umbrella Rewards Pro that contractors can add on for just a £5 increase in weekly margin.</p>
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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:	Apprenticeship Levy: £2.64 Employers NI: £48.79 Employers pension: £0 (Starts after 12 weeks)	
Any other deductions or costs taken from intermediary or umbrella income:	Umbrella company margin: £20	
Example rate of pay to you:		Salary (Gross): £471.64 Holiday Pay: £56.93
Deductions from your pay required by law:		Income Tax: £57.20 Employee NI: £22.88 Pension: £0 (Starts after 12 weeks)
Any other deductions or costs taken from your pay:		None in this example
Any fees for goods or services:		None in this example

Example net take home pay:		£448.49
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