

KEY INFORMATION DOCUMENT



This document sets out key information about your relationship with us and the umbrella or intermediary company used in your assignment including details about your pay, holiday entitlement and other benefits.

The Employment Agency Standards (EAS) Inspectorate is responsible for certain agency worker rights. You can raise any concern directly eas@beis.gov.uk or 0207 215 5000 or with ACAS at 0300 123 1100 or www.acas.org.uk

NOTES

The rate of tax and National Insurance deductions will depend on your personal circumstances, age and relevant tax code. These rates apply to those with a main residence in England, Wales & Northern Ireland. If your main residence is in Scotland or overseas, different rates will apply. Other deductions and charges will be dependent upon the specific assignment.

Umbrella or Intermediary Company Pay Information

You are being paid through an umbrella or intermediary 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 assignment will be transferred to the umbrella/intermediary as part of their income and then they will then pay you. All the deductions made which affect your wage are listed below. Any queries please contact us.

General Information

Name of Employment Business	FJR Group (Holdings) Ltd
Name of Umbrella Company (work seeker)	Giant Professional Ltd
Who pays the Worker (you)	Giant Professional Ltd
Type of contract you will be on	Permanent Employment
The rate of pay (or minimum gross rate of pay) we expect the umbrella company to pay You:	National Minimum Wage
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company (daily exclusive of VAT)	£300.00
Payment to worker intervals	28 Days
Payment to umbrella/intermediary intervals	28 Days
Deductions from Umbrella Company required by Law	Employer's National Insurance; Apprenticeship Levy; Employer pension contributions at 4% of NMW if enrolled
Deductions from your pay which will be made by the umbrella company required by Law	PAYE income tax; Employee's National Insurance; Employee pension contributions at 4% of NMW if enrolled; and if applicable, Student Loan Repayments; Attachment of Earnings Orders.
Any other deductions	
Leave entitlement	Your holiday entitlement per annum is 28 Days inclusive of Bank Holidays
Any opt out agreement under regulation 32 of the Conduct of Employment Agencies and Employment Businesses 2003 regulations.	

Example Pay Calculation (based on 5 days a week)

Weekly pay to Umbrella/Intermediary		£1,500.00
Statutory Deductions		
	PAYE Income tax	£110.47
	Employer National Insurance	£407.72
	Apprenticeship levy	£7.50
Non-Statutory Deductions		
Umbrella fee (will vary depending on which company you use and what level of service required)		£13.20
Non-Statutory Deductions		
	Pension @ 5% of pay	£75.00
Non-Statutory Deductions	Other Fees and Charges	£0.00
		£0.00
		£0.00
Other Fees and Charges		£0.00
	Net Weekly Pay	£1,500.00