

Key Information Document – Umbrella Company

This document sets out key information about your relationship with us and the umbrella company or other intermediary used in your 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. You 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:	Outsource UK Ltd
Name of intermediary or umbrella company:	As per cover email
Your employer:	Umbrella company named in cover email
Type of contract you will be engaged under:	Employment Contract
Who will be responsible for paying you:	Umbrella company named in cover email
How often the umbrella company and you will be paid:	Monthly

Umbrella company or other intermediary pay information

You are being employed by an umbrella company or other intermediary: 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 assignments will be transferred to the umbrella company or other intermediary as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

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

Name of umbrella company or other intermediary:	As per cover email
Any business connection between the umbrella company or other intermediary, the employment business and the person responsible for paying you:	None
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	Varies per assignment- not less than the applicable National Minimum/National Living Wage rate dependent on age
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	Employer's National Insurance Employer's Pension Contribution Apprenticeship Levy Holiday Pay
Any other deductions from umbrella income:	£TBC Umbrella Company Margin
Any other deductions from umbrella income:	Not less than the applicable National Minimum/National Living Wage rate dependent on age
Deductions from your wage required by law:	PAYE Income Tax

	Employee's National Insurance Employee's Pension Contribution
Any other deductions or costs taken from your wage:	No
Any fees for goods or services:	No
Holiday entitlement and pay:	Holiday entitlement is calculated as a percentage of Gross Pay, currently 12.07%.
Additional benefits:	Statutory Employment Rights.

Example pay:

	Umbrella or other intermediary fees	Worker fees
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	£750.00 per week	
Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:	Employer's National Insurance: £65.61 Employer pension contribution: £15.76 Apprenticeship Levy £3.23 Holiday Pay: £69.51	
Any other deductions that we will make to the gross amount paid to the umbrella or other intermediary's income:	£20.00 Umbrella Company Margin	
Example rate of pay to you from the umbrella or other intermediary:		£575.89 Gross Pay £69.51 Holiday Pay
Deductions from your pay required by law:		£75.48 PAYE Income Tax £55.37 Employee NICs £26.27 Employee Pension contribution
Any other deductions or costs taken from your pay:		No
Any fees for goods or services:		No
Example net take home pay:		£418.77 per week

Conduct Regulations opt out

If you are supplied via an umbrella company or other intermediary, then both parties can opt out of being covered by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Conduct Regulations). The opt out must be given in writing to the employment business by both the umbrella or other intermediary and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.

This document is for information only and does not qualify as an agreement for opting out of the Conduct Regulations.