

Key Information Document for Umbrella

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits. Further information can be found by calling Fawkes & Reece Group Ltd on 02072880166, 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:	Fawkes & Reece
Name of intermediary or umbrella company:	S & S CONSULTING SERVICES (UK) LIMITED
Your employer:	S & S CONSULTING SERVICES (UK) LIMITED
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	S & S CONSULTING SERVICES (UK) 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. We 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. If you have any queries about these please contact us.

Your payslip will show you as an employee of the umbrella company listed below.

Deductions from intermediary or umbrella income required by law:	Employers National Insurance at standard HMRC rates
Any other deductions from umbrella income (to include amounts or how they are calculated)	S & S Consulting services (UK) limited Margin – up to £20 Employers' Pension Contribution (if applicable) in line with auto-enrolment requirements
Deductions from your wage required by law:	Tax - Linked to your Tax Code and associated Tax-Free Allowance National Insurance – in line with HMRC rates & categories - https://www.gov.uk/national-insurance-rates-letters
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	Pension Contributions (if applicable) – calculated at 5% of pensionable earnings
Holiday entitlement and pay:	5.6 weeks pro rata (or as otherwise agreed) paid at a rate equivalent to average week's pay which can be advanced or accrued at your choice
Additional benefits:	None

WORK SEEKER PAY INFORMATION

You will be engaged by the Work-Seeker. The Work-Seeker will issue to you the terms and conditions upon which you will carry out the works. The Work-Seeker is responsible for any payments due to you.

For the avoidance of doubt, you will be engaged by the Work-Seeker and it is the Work-Seeker that we will pay for the services provided by them to us. As set out above, the Work-Seeker is responsible for making payment to you in accordance with their agreement with you and taking into consideration their own costs.

All of the payment details including any deductions relevant to the Work-Seeker and to you are listed below.

The minimum rate of remuneration expected to be paid by the Employment Business to the Work Seeker in respect of the services provided (the "Fee"):	£12.35 per hour
The intervals at which the Fee will be paid to the work seeker:	Weekly
The nature of any costs and deductions that the work seeker must make from the Fee as required by law:	Employers National Insurance Employers Pension (3 Month Postponement Applied)
The nature and the amount (or at least the method of calculation) of any other costs that the work seeker may deduct from the Fee:	Company Margin £20.00 per week

YOUR PAYMENT INFORMATION

The minimum rate of pay expected to be paid by the work seeker to you:	£12.35 per Hour
The intervals at which the minimum rate of pay will be paid to you:	Weekly
The nature of any costs and deductions that the work seeker must make from the minimum rate of pay as required by law:	National Insurance PAYE Income Tax Student Loan (Where Applicable) Pension (3 Months Postponement Applied)
The nature and the amount (or at least the method of calculation) of any other costs that the work seeker may deduct from the minimum rate of pay:	None
The nature and the amount (or at least the method of calculation) of any fees for services or goods that may be charged to you:	None

The nature and the amount of any non-monetary benefits to which you are entitled:	None
Details of any annual holiday entitlement and to any entitlement to payment in respect of the same:	28 days

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£494.00	
Deductions from intermediary or umbrella income required by law:	£39.11 Employers NI	
Any other deductions or costs taken from intermediary or umbrella income:	£20.00 Company Margin	
Example rate of pay to you:		£434.89
Deductions from your pay required by law:		£38.40 Income Tax £32.45 National Insurance
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£364.04