

KEY INFORMATION DOCUMENT

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

Further information can be found here – www.wearesapphire.co.uk

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 and Reece
Name of intermediary or umbrella company:	Sapphire DNP Limited
Your employer:	Sapphire DNP Limited
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Sapphire DNP 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 candidate's tax and other deductions and then pay you for the work undertaken for the hirer. Fawkes and Reece 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 may show you as an employee of the umbrella company listed below.

Name of intermediary or umbrella company:	Sapphire DNP Limited
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	No less than National Minimum wage
Deductions from intermediary or umbrella income required by law:	Employer's National Insurance Apprenticeship Levy Employer's Pension Contribution Holiday Pay (if employee opts to accrue and be paid at a later date)
Any other deductions from umbrella income (to include amounts or how they are calculated)	Umbrella margin of £20.00 per week.

Expected or minimum rate of pay:	No less than National Minimum wage
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Deductions from your pay required by law:	Employee's National Insurance Income Tax Employee's Pension Contributions (deferred for 12 weeks)
Any other deductions or costs taken from your pay (to include amounts or how they are calculated):	None
Any fees for goods or services:	None
Holiday entitlement and pay:	Standard holiday entitlement is 28 days per annum and this is calculated as a percentage of Gross Pay, currently 12.07%.
Additional benefits:	

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	(40.00 X £16.26) = £650.40	
Deductions from intermediary or umbrella income required by law:	Apprenticeship Levy - £2.79 Employer's NI - £69.34	
Any other deductions or costs taken from intermediary or umbrella income:	Umbrella margin £20.00	
Example salary paid to you:		£12.45/hour (£498.14) + Holiday Pay (£60.13)
Deductions from your pay required by law:		Income Tax - £63.20 Employee's NI - £25.30
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£469.77