Key Information Document - Umbrella

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.

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

Your name:		
Name of employment business:	Complete Classroom Services Ltd	Complete Classroom Services Ltd
Name of intermediary or umbrella company:	MainPay Limited	Workwell People Solutions Ltd
Your employer:	MainPay Limited	Workwell People Solutions Ltd
Type of contract you will be engaged under:	Contract for services	
Who will be responsible for paying you:	MainPay Limited	Workwell People Solutions Ltd
How often the umbrella company and you will be paid:	Weekly	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 may show you as an employee of the umbrella company listed below.

Name of intermediary or umbrella company:	MainPay Limited	Workwell People Solutions Ltd
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	None	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	Based on a 37.5 hour week, £543.70	Based on a 37.5 hour week, £543.70
Deductions from intermediary or umbrella income required by law:	Employers NI 13.8% Apprentice Levy 0.5% Employers Pension Contribution (if enrolled) 3%	Employers NI 13.8% Apprentice Levy 0.5% Employers Pension Contribution (if enrolled) 3%

Any other deductions from umbrella income (to include amounts or how they are calculated)	Umbrella company margin 4% capped at £7.50 per week	Umbrella company margin 4% capped at £7.50 per week

Expected or minimum rate of pay to you:	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 (to include amounts or how they are calculated:	N/A
Any fees for goods or services:	N/A
Holiday entitlement and pay:	Holiday entitlement is 28 days per annum pro rata and this is calculated as a percentage of Gross Pay, currently 12.07%
Additional benefits:	None

EXAMPLE PAY

	Intermediary or umbrella fees	**Worker fees**
Example gross rate of pay to intermediary or umbrella company from us:	Based on 37.5 hours per week. A rate of £543.70	
Deductions from intermediary or umbrella income required by law:	Employers NI £42.20 Apprentice Levy £2.40 Employers Pension Contribution (if enrolled) £10.82	
Any other deductions or costs taken from intermediary or umbrella income:	Umbrella Margin £7.50	
Example rate of pay to you:		Based on 37.5 hours per week = £429.00 Holiday pay (rolled-up) = £51.78 Total pay for period = £480.78
Deductions from your pay required by law:		Employees NI 8%- £19.10 Income Tax 20%- £47.76 Employees Pension Contribution (if enrolled) - £14.43
Any other deductions or costs taken from your pay:		N/A
Any fees for goods or services:		N/A
Example net take home pay:		£399.49