

Key Information Document (KID)

Umbrella Company

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 at <https://pier-recruit.co.uk/our-approach/workforce-options/>

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

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| Your name: | Example Worker |
| Name of employment business: | Paul Ingram Employment & Recruitment Ltd |
| Name of intermediary or umbrella company: | JMK Group Ltd |
| Your employer: | JMK Group Ltd |
| Type of contract you will be engaged under: | Contract of Service |
| Who will be responsible for paying you (if different from your employer): | JMK Group Ltd |
| 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 may show you as an employee of the umbrella company listed below.

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| Name of intermediary or umbrella company: | JMK Group Ltd |
| Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you: | The employment business and the umbrella company are not connected |
| Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us: | £13.49 per hour |
| Deductions from intermediary or umbrella income required by law: | <ul style="list-style-type: none">Employers' NIApprenticeship levy |
| Any other deductions from umbrella income (to include amounts or how they are calculated): | <ul style="list-style-type: none">Umbrella margin: £21.00 per week |
| Expected or minimum rate of pay to you: | £10.60 per hour (Holiday pay allowance: £1.28 per hour / Total: £11.88 per hour) |
| Deductions from your wage required by law: | <ul style="list-style-type: none">Income taxEmployee NICs |

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| 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: | Your holiday entitlement per annum is 5.6 weeks/28 days. For part time workers, it will be pro-rated accordingly. This will be paid to you with your pay. |
| Additional benefits: | N/A |

EXAMPLE PAY

| | Intermediary or umbrella fees | Worker fees |
|---|---|---|
| Example gross rate of pay to intermediary or umbrella company from us: | £505.88 per week | |
| Deductions from intermediary or umbrella income required by law: | <ul style="list-style-type: none"> Employers' NI: £37.31 per week Apprenticeship levy: £2.23 per week | |
| Any other deductions or costs taken from intermediary or umbrella income: | <ul style="list-style-type: none"> Umbrella margin: £21.00 per week | |
| Example gross taxable pay: | | £445.34 per week |
| Example rate of pay to you: | | £397.38 per week |
| Example holiday pay paid to you: | | £47.96 per week |
| Deductions from your pay required by law: | | <ul style="list-style-type: none"> Income tax: £40.72 per week Employee NICs: £24.43 per week |
| Any other deductions or costs taken from your pay: | | N/A |
| Any fees for goods or services: | | N/A |
| Example net take home pay: | | £380.18 per week |