

**Introduction**

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://www.gov.uk/government/publications/providing-a-key-information-document-for-agency-workers-guidance-for-employment-businesses>

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**

<b>Your name</b>	Worker Name (do not populate)
<b>Name of employment business</b>	Agency Name (do not populate)
<b>Name of intermediary or umbrella company</b>	Workr Umbrella Limited
<b>Your employer</b>	Workr Umbrella Limited
<b>Type of contract you will be engaged under</b>	Overarching Employment Contract
<b>Who will be responsible for paying you</b>	Workr Umbrella Limited
<b>How often the umbrella company and you will be paid</b>	Weekly/Bi-Weekly/Monthly – we pay on receipt of funds and this depends on the way the agency pays the umbrella company.

**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.

Please note the illustrations included below are calculated based on generic information and the actual payment amounts will vary dependent on rate of pay, tax code, hours worked and other factors unique to your situation.

The illustration attached below is based on 37 hours at £20.00 per hour with a weekly payroll processing fee of £20.00 per work period and is based on a standard week 1 tax code of 1250L.

<b>Name of intermediary or umbrella company</b>	Workr Umbrella Limited
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you</b>	It is confirmed there is no business connection between any parties in the supply chain.
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us</b>	Agency to complete (do not populate)
<b>Deductions from intermediary or umbrella income required by law</b>	Employers NI and Apprentice Levy. Employers NI is currently deducted at 13.8% after the first £166.00 earned and apprentice levy is deducted at 0.5% of the total salary (taken off the full amount before Tax and NI). Pension deductions may also be made dependent on the contractors' preferences at opt in stage.
<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	Margin is the agreed weekly processing cost for the worker.
<b>Expected or minimum rate of pay to you</b>	TBC by the employment business – We are unable to pay workers at anything less than published minimum rate guidelines dependent on individual's situation and deductions applied.

<b>Deductions from your wage required by law:</b>	Income Tax and National Insurance
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated)</b>	Pension deductions may also be made dependent on the contractors' preferences at opt in stage.
<b>Any fees for goods or services</b>	No
<b>Holiday entitlement and pay</b>	This equates to 12.07% of pay and is deducted before any deductions are applied. Across the course of a 12-month period this will equate to 5.6 weeks holiday including bank holidays. This can either be accrued or paid with weekly salary (deductions applicable) as per the workers personal choice.
<b>Additional benefits</b>	Online Portal with access to £675 cash health plan, discounts plan, 20 million of insurance cover as standard. See more at <a href="https://workgroup.com/services/umbrella/">https://workgroup.com/services/umbrella/</a>

### Example Pay

The illustration included here is based on 37 hours at £20.00 per hour with a weekly payroll processing fee of £20.00 per work period and is based on a standard tax code of 1250L.

	Intermediary or umbrella fees	Worker fees
<b>Example gross rate of pay to intermediary or umbrella company from us</b>	See illustration below	
<b>Deductions from intermediary or umbrella income required by law</b>	See illustration below	
<b>Any other deductions or costs taken from intermediary or umbrella income</b>	See illustration below	
<b>Example rate of pay to you</b>		See illustration below
<b>Deductions from your pay required by law</b>		See illustration below
<b>Any other deductions or costs taken from your pay</b>		See illustration below
<b>Any fees for goods or services</b>		N/A See illustration below
<b>Example net take home pay</b>		See illustration below



As at: 01-Apr-2020

	Weekly
A. Gross Pay	£740.00
B. Our Margin	£20.00
C. Employment Costs	£68.94
<b>D. Taxable Pay (A-B-C)</b>	<b>£651.06</b>
E. Tax	£82.10
F. NI Employee Deductions	£56.17
G. Net Pay	£512.79
<b>H. Take Home Pay</b>	<b>£512.79</b>

This is an estimate, your pay may differ dependant on your circumstances

#### Assumptions

1 - Uses standard tax and NIC rates and allowances for 2020/2021 including the standard personal allowance (tax free pay) of £12,509

2 - Assumes this is your only current source of PAYE income otherwise 20.00% tax rate will be applied to all taxable pay

3 - Based on income/expenses as detailed

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