

KEY INFORMATION DOCUMENT

WHEN USING UMBRELLA



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

Further information can be found at <https://peoplegroupservices.com/agency/about-us/>

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:	John Sample
Name of employment business:	People Group Services Limited
Name of Umbrella company:	People Umbrella Limited
Your employer:	People Umbrella Limited
Type of contract you will be engaged under:	An employment contract (contract of service)
Who will be responsible for paying you:	People Umbrella Limited
How often the umbrella company and you will be paid:	Weekly

UMBRELLA COMPANY PAY INFORMATION

You are being employed and paid by People Umbrella Limited who will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. People Group Services Limited will still be finding you assignments.

The money earned on your assignments will be transferred to People Umbrella Limited 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 People Umbrella Limited.

Name of umbrella company:	People Umbrella Limited
Any business connection between People Umbrella Limited, People Group Services Limited and the person responsible for paying you:	None

1	Expected or minimum gross rate of pay transferred to People Umbrella Limited from People Group Services Limited:	£750.00 inclusive of all holiday entitlement
2	Any other deductions from umbrella income (to include amounts or how they are calculated):	Umbrella margin of £15.00. This margin is deducted from the gross amount transferred and legal deductions are made against the remaining figure of £735.00
3	Employer deductions from umbrella income required by law:	Employers National Insurance of £62.59, Apprenticeship Levy of £3.14 and the entire 8% statutory pension contribution of £40.69, People Umbrella Limited pays both employer and employee contributions
4	Holiday entitlement and pay:	You will accrue a statutory minimum of 5.6 weeks (or 28 days) per annum, inclusive of bank holidays, to be paid as leave take (upon request).
5	Expected or minimum rate of pay to you:	A weekly gross taxable payment of £628.58
6	Deductions from your wage required by law:	Employees PAYE tax of £77.37, Employees National Insurance of £46.39 & Employees Pension of £0.00 (see 3 above). Plus any statutory deductions such as a student loan.
7	Any other deductions or costs from your wage (to include amounts or how they are calculated):	My Wallet Benefits £0.00
8	Any fees for goods or services:	£0.00
9	Additional benefits:	£0.00

EXAMPLE PAY

	See Above	Umbrella Fees
Example gross rate of pay to People Umbrella Limited from People Group Services Limited:	1	£750.00
Any other deductions or costs taken from umbrella income:	2	£15.00
Deductions from umbrella income required by law:	2 + 3	£121.42

	See Above	Worker Fees
Example rate of pay to you:	5	£628.58
Deductions from your pay required by law:	6 (Tax / NIC / Pension)	£123.76
Any other deductions or costs taken from your pay:	7	£0.00
Any fees for goods and services:	8	£0.00
Example net take home pay (not including any ad-hoc deductions):	The amount you receive	£504.82 inclusive of net holiday pay