

**Key Information Document**  
**Umbrella Candidates**

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 within the agency worker handbook.

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>	Candidate Name
<b>Name of employment business:</b>	NISI Enterprises Limited Trading As NISI Staffing
<b>Name of intermediary or umbrella company:</b>	Example umbrella Provider
<b>Your employer:</b>	Example umbrella Provider
<b>Type of contract you will be engaged under:</b>	Umbrella
<b>Who will be responsible for paying you:</b>	Example umbrella Provider
<b>How often the umbrella company and you will be paid:</b>	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.

<b>Name of intermediary or umbrella company:</b>	Example umbrella Provider
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	Acting as payroll service provider
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	Your Assignment Rate, Example £28 per hour for 37.5 hours
<b>Deductions from intermediary or umbrella income required by law:</b>	Employers NI, Apprentice Levy, Employers workplace pension contributions, Holiday Pay (where asked to retain), PAYE, Employee NI

Any other deductions from umbrella income (to include amounts or how they are calculated)	Umbrella Margin
Expected or minimum rate of pay to you:	Only the umbrella pay roll fee
Deductions from your wage required by law:	Umbrella will be responsible for all deductions such as ENIC, NI, and Tax and pay them accordingly to the HMRC
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	Only the Umbrella pay roll fee
Any fees for goods or services:	Umbrella fee for the pay roll services.
Holiday entitlement and pay:	All entitlements (AWR & WTR) are included in the gross pay rate and umbrella should pay the holiday entitlements accordingly
Additional benefits:	As per the umbrella T&Cs

**EXAMPLE PAY**

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£1,050	
Deductions from intermediary or umbrella income required by law:	£110.86 Employers NICs £23.75 Employer's pension £4.56 Apprenticeship Levy £101.65 Holiday Pay	
Any other deductions or costs taken from intermediary or umbrella income:	Umbrella company margin £23.00	
Example rate of pay to you:		£809.18 Gross Pay £101.65 Holiday Pay
Deductions from your pay required by law:		£126.06 PAYE Income Tax £95.61 Employee NICs £39.58 Employee Pension contribution
Any other deductions or costs taken from your pay:		NONE
Any fees for goods or services:		NONE
Example net take home pay:		£649.58 + £63.33 Pension Contribution