

Key Information Document Umbrella Company

This document sets out key information about your relationship with us and the umbrella company or other intermediary 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

Name of employment business:	One of the employment businesses within Sanderson Solutions Group Plc
Name of intermediary or umbrella company:	Umbrella Company Limited (trading as Umbrella.co.uk)
Your employer:	Umbrella Company Limited (trading as Umbrella.co.uk)
Type of contract you will be engaged under:	Employment
Who will be responsible for paying you:	Umbrella Company Limited (trading as Umbrella.co.uk)
How often the umbrella company and you will be paid:	Weekly or monthly depending on payment schedule as decided by End Client

Umbrella company or other intermediary pay information

You are being employed by an umbrella company or other intermediary: 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 or other intermediary as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below and we have provided an example calculation by way of illustration. If you have any queries about the deductions being made, either before or during your assignment, please contact your umbrella company or intermediary.

Your payslip may show you as an employee of the umbrella company or other intermediary listed below.

Name of umbrella company or other intermediary:	Umbrella Company Limited (trading as Umbrella.co.uk)
Any business connection between the umbrella company or other intermediary, the employment business and the person responsible for paying you:	Customer/Supplier relationship. Sanderson operates an Approved Supplier List of Umbrella Companies.
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	£13.64 per day
Deductions from intermediary or umbrella income required by law:	Income Tax National Insurance Apprentice Levy Employee Pension Contributions (kicks in after 12 weeks)
Any other deductions or costs from intermediary or umbrella income (to include amounts or how they are calculated):	Umbrella Company Margin £15 per week or £65 per month
Expected or minimum rate of pay to you from the umbrella or other intermediary:	Salary (Gross): £397.47 Holiday Pay: £47.98

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Deductions from your wage required by law:	PAYE Income tax =£40.60 National Insurance £20.30
Any other deductions or costs taken from your wage:	Student Loan repayment deductions (if applicable) Deductions under a Court Order or Attachment of Earnings Order (if applicable)

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Any fees for goods or services:	None in this example
Holiday entitlement and pay:	5.6 weeks per annum
Additional benefits:	<p>Employment benefits – In addition, we include a free rewards scheme which includes a number of benefits. More information can be found at:- https://www.umbrella.co.uk/umbrella-services/umbrella-member-rewards</p> <p>Pension Salary Sacrifice – We have a pension salary sacrifice offering where we will pay into an employee’s individual SIPP. This is popular amongst those who now find themselves inside IR35.</p> <p>Employment tenure – Having operated within our sector for over 15 years we are preferred/approved suppliers to many agencies which means those who use our services can continue to do so across a contracting career building up continuity of employment.</p> <p>Accountancy Services – We have multiple accountancy brands. Offering accountancy services to those contractors that find themselves outside IR35 and those higher earning inside IR35 contractors who still require a self-assessment.</p> <p>IR35 Support – The IR35 status in most cases sits with the end hirer however for those working for small businesses who want an IR35 assessment we have partners in place who offer an insurance backed assessment.</p> <p>Advance facility – We understand that things can go wrong, whether it be missing a timesheet deadline or an approver on annual leave we will always do our bit to support both agency and contractor employee.</p> <p>Reputation – Our Trustpilot rating is made up of completely authentic reviews from our contractor employee base.</p> <p>Experience – We have been supporting agencies and their contractors for over 15 years.</p> <p>Our standard rewards are free of charge to employees. We do have a private medical and BP fuel offering called Umbrella Rewards Pro that contractors can add on for just a £5 increase in weekly margin.</p>

Example pay

	Umbrella or other intermediary fees	Worker fees
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	£500/per day	
Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:	ENICs = £37.32 App Levy = £2.23 (Er Pension = £0(Starts after 12 weeks))	

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Any other deductions that we will make to the gross amount paid to the umbrella or other intermediary's income:	Umbrella Company Margin £65 per month (this number is used as an example number and will differ depending on the umbrella company you choose)	
Example rate of pay to you from the umbrella or other intermediary:		Salary (Gross): £397.47 Holiday Pay: £47.98
Deductions from your pay required by law:		PAYE = £40.60 NICs = £20.30 (Ee Pension= £0 (starts after 12 weeks))
Any other deductions or costs taken from your pay:		None in this example
Any fees for goods or services:		None in this example
Example net take home pay:		£384.55