

# 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

<b>Name of worker:</b>	Contractor Name
<b>Name of employment business:</b>	One of the employment businesses' within Sanderson Solutions Group Plc
<b>Name of intermediary or umbrella company:</b>	SmartWork.com Ltd
<b>Your employer:</b>	SmartWork.com Ltd
<b>Type of contract you will be engaged under:</b>	Contract of Employment
<b>Who will be responsible for paying you:</b>	SmartWork.com Ltd
<b>How often the umbrella company and you will be paid:</b>	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. Prior to you starting any assignment through us, we will ask your umbrella company or other intermediary to relay to us the exact deductions that they will be making to your wage so that we can provide specific information. 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.

<b>Name of umbrella company or other intermediary:</b>	SmartWork.com Ltd
<b>Any business connection between the umbrella company or other intermediary, the employment business and the person responsible for paying you:</b>	Customer/Supplier relationship. Sanderson operates an Approved Supplier List of Umbrella Companies.
<b>The gross or minimum amount that we will transfer to the umbrella company or other intermediary:</b>	£500 per day
<b>Deductions from intermediary or umbrella income required by law:</b>	Employer's National Insurance, Apprenticeship Levy, Employer's Pension Contributions (where applicable), Holiday Pay (if the employee opts to accrue and be paid at a later date)
<b>Any other deductions or costs from intermediary or umbrella income (to include amounts or how they are calculated):</b>	Company Margin (£60.00/Month) or £15 per week if paid weekly
<b>Expected or minimum rate of pay to you from the umbrella or other intermediary:</b>	National Minimum/Living Wage (currently £12.21/hour)

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<b>Deductions from your wage required by law:</b>	Income Tax (PAYE) National Insurance Contributions Pension Contributions (where applicable)
<b>Any other deductions or costs taken from your wage:</b>	Student Loans payment if applicable
<b>Any fees for goods or services:</b>	No
<b>Holiday entitlement and pay:</b>	5.6 weeks / 28 days for full time working or pro-rated for part time workers
<b>Additional benefits:</b>	Statutory Benefits & Optional Pension scheme

### Example pay

	Umbrella or other intermediary fees	Worker fees
<b>The gross or minimum amount that we will transfer to the umbrella company or other intermediary:</b>	(21.67 X £500.00) = £10,835.00	
<b>Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:</b>	Apprenticeship Levy - £46.92 Employer's NI - £1,344.92	
<b>Any other deductions that we will make to the gross amount paid to the umbrella or other intermediary's income:</b>	Company Margin - £60.00	
<b>Example rate of pay to you from the umbrella or other intermediary:</b>		£51.52/hour (£8,372.59) + Holiday Pay (£1010.57)
<b>Deductions from your pay required by law:</b>		Income Tax - £2705.27 National Insurance - £355.16
<b>Any other deductions or costs taken from your pay:</b>		None
<b>Any fees for goods or services:</b>		None
<b>Example net take home pay:</b>		£6,322.73 per month

This is a representative example and is not a reflection of the total amount of money that may become due as part of any engagement.