

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 worker:	Candidate Example
Name of employment business:	One of the employment businesses' within Sanderson Solutions Group Plc
Name of intermediary or umbrella company:	Bishopsgate Employment Services Ltd
Your employer:	Bishopsgate Employment Services Ltd
Type of contract you will be engaged under:	Employment
Who will be responsible for paying you:	Bishopsgate Employment Services Ltd
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. 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.

Name of umbrella company or other intermediary:	Bishopsgate Employment Services Ltd
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:	£500 per day
Deductions from intermediary or umbrella income required by law:	Employer's National Insurance Apprenticeship Levy Pension Contribution
Any other deductions or costs from intermediary or umbrella income (to include amounts or how they are calculated):	Umbrella Company Margin £15
Expected or minimum rate of pay to you from the umbrella or other intermediary:	Insert weekly rate of pay
Deductions from your wage required by law:	PAYE Income tax =

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	National Insurance =
Any other deductions or costs taken from your wage:	Student Loans payment if applicable
Any fees for goods or services:	No
Holiday entitlement and pay:	5.6 weeks / 28 days for full time working or pro-rated for part time workers
Additional benefits:	No

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 or £10,000 per month	
Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:	ENICs = £1222.18 App Levy = £42.82 (Er Pension = £110.08)	
Any other deductions that we will make to the gross amount paid to the umbrella or other intermediary's income:	Umbrella Company Margin £60.00 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:		£8564.92 per month
Deductions from your pay required by law:		PAYE = £2378.06 NICs = £338.80 (Ee Pension = £183.46)
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£5664.60 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.