

# Key Information Document

This Document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information can be found at <https://www.gov.uk/government/publications/providing-a-key-information-document-for-agency-workers-guidance-for-employment-businesses>

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.

## 1. GENERAL INFORMATION

<b>Your name:</b>	[Candidate's Name]
<b>Name of employment business:</b>	IT Skillfinder Limited
<b>Name of intermediary or umbrella company:</b>	Giant Professional Limited
<b>Your employer:</b>	Giant Professional Limited
<b>Type of contract you will be engaged under:</b>	Contract of service
<b>Who will be responsible for paying you:</b>	Giant Professional Limited
<b>How often the umbrella company and you will be paid:</b>	Monthly

## 2. 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>	Giant Professional Limited
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	None
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	£160 per day
<b>Deductions from intermediary or umbrella income required by law:</b>	Employer's National Insurance; Apprenticeship Levy; Employer pension contributions at 4% of NMW & holiday pay if enrolled.
<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	<b>Umbrella margin of £29.5 per week processed; employee business expenses; optional giant advantage benefits scheme</b>

	<b>of £3.75 per week if opted in; optional umbrella premium package margin of £39.50 per week if upgraded from the standard £29.5 margin package</b>
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<b>Expected or minimum rate of pay to you:</b>	£160 per day
<b>Deductions from your wage required by law:</b>	PAYE income tax; Employee's National Insurance; Employee pension contributions at 4% of NMW & holiday pay if enrolled; and if applicable, Student Loan Repayments; Attachment of Earnings Orders.
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated:</b>	None
<b>Any fees for goods or services:</b>	None
<b>Holiday entitlement and pay:</b>	28 days per year inclusive of bank holidays
<b>Additional benefits:</b>	Access to collective facilities

#### EXAMPLE PAY

	<b>Intermediary or umbrella fees</b>	<b>Worker fees</b>
<b>Example gross rate of pay to intermediary or umbrella company from us:</b>	£3,467 monthly	
<b>Deductions from intermediary or umbrella income required by law:</b>	<ul style="list-style-type: none"> <li>• £311 employer's NI</li> <li>• £15 app levy</li> <li>• £0 employer pension</li> </ul>	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	<b>£127.83 monthly margin £0 non-billable expenses</b>	
<b>Example rate of pay to you:</b>		<b>£3,013 monthly</b>
<b>Deductions from your pay required by law:</b>		<ul style="list-style-type: none"> <li>• £393 income tax</li> <li>• £157 employee NI</li> <li>• £0 employee pension</li> <li>• £0 student loan</li> </ul>
<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>		<b>£2,462 monthly</b>