

# 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.

## 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>            | Oasis Umbrella Ltd                             |
| <b>Your employer:</b>                                       | Oasis Umbrella Ltd                             |
| <b>Type of contract you will be engaged under:</b>          | Contract of Service                            |
| <b>Who will be responsible for paying you:</b>              | Oasis Umbrella Ltd                             |
| <b>How often the umbrella company and you will be paid:</b> | Monthly (worker)<br>Monthly (umbrella company) |

## 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>  | Oasis Umbrella Ltd  |
| <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<br><i>(Note: this is just an example, not the actual rate)</i>   |
| <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 from umbrella income (to include amounts or how they are calculated)</b>  | Umbrella margin<br>£80.00 per month   |

|  |   |
|--|---|
| Expected or minimum rate of pay to you:  | £160 per day<br><i>(Note: this is just an example, not the actual rate)</i>                       |
| Deductions from your wage required by law:   | Income Tax (PAYE)<br>National Insurance Contributions<br>Pension Contributions (where applicable) |
| Any other deductions or costs taken from your wage (to include amounts or how they are calculated: | None  |
| Any fees for goods or services:  | None  |
| Holiday entitlement and pay:   | 28.00 days (12.07%)   |
| Additional benefits:   | None  |

### EXAMPLE PAY

|   | Intermediary or umbrella fees  | Worker fees   |
|---|--|---|
| Example gross rate of pay to intermediary or umbrella company from us:    | £160 x 20 = £3,200<br><i>(Note: £160 is just an example, not the actual rate)</i>      |   |
| Deductions from intermediary or umbrella income required by law:          | Apprenticeship Levy - £13.49<br>Employer's NI - £342.28<br>Employer's Pension - £65.37 |   |
| Any other deductions or costs taken from intermediary or umbrella income: | Umbrella Margin - £80.00   |   |
| Example rate of pay to you:   |  | £16.05/hour (£2,408.20)<br>+ Holiday Pay (£290.67)                                  |
| Deductions from your pay required by law:                                 |  | Income Tax - £330.00<br>National Insurance - £132.07<br>Employee's Pension - £87.15 |
| Any other deductions or costs taken from your pay:                        |  | None  |
| Any fees for goods or services:   |  | None  |
| Example net take home pay:  |  | £2,149.65 monthly   |