



## **Key Information Document**

This document sets out key information about your relationship with us and the intermediary or Umbrella company used in your engagement, including details about pay, holiday entitlement and other benefits.

Further information can be found in your contract or employment with your umbrella company

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>	Worker Name
<b>Name of employment business:</b>	Hirobe Limited
<b>Name of intermediary or umbrella company:</b>	Your chosen Umbrella Company
<b>Your employer:</b>	Your chosen Umbrella Company
<b>Type of contract you will be engaged under:</b>	Employment
<b>Who will be responsible for paying you:</b>	Your Chosen Umbrella Company
<b>How often the umbrella company and you will be paid:</b>	Weekly or monthly depending on timesheet intervals decided by End Client.

### **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>	Your Chosen Umbrella Company
<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>	£1850 per week (Please note this is a sample number to demonstrate deductions)



<b>Deductions from intermediary or umbrella income required by law:</b>	Employers National Insurance Apprenticeship Levy
<b>Any other deductions from umbrella income</b>	Umbrella company fee £22 (Please note this is an example fee and it will depend on your chosen Umbrella Company)
<b>Expected or minimum rate of pay to you:</b>	At least National Minimum/Living Wage dependant on age
<b>Deductions from your wage required by law:</b>	PAYE income tax Employees National Insurance
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated:</b>	Student Loan Repayments (Where applicable)
<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>	

### EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
<b>Example gross rate of pay to intermediary or umbrella company from us:</b>	£1850.00 weekly	
<b>Deductions from intermediary or umbrella income required by law:</b>	£205.00 Employer NI at 13.8% Apprenticeship Levy at 0.5%	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	£22.00 Umbrella Company Fee (Example figure may vary depending on chosen Umbrella) Business Expenses £25.00	
<b>Example rate of pay to you:</b>		£1,598 Gross Pay including rolled up, prepaid holiday.
<b>Deductions from your pay required by law:</b>		£399 PAYE Income Tax (based on a personal allowance of £12,500) £106 Employees NI
<b>Any other deductions or costs taken from your pay:</b>		
<b>Any fees for goods or services:</b>		£25 expenses reimbursed.
<b>Example net take home pay:</b>		£1,118 per week