

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 employment business:	Corepeople Recruitment Limited
Name of intermediary or umbrella company:	Payco Services Limited
Your employer:	Payco Services Limited
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Payco Services Limited
How often the umbrella company and you will be paid:	Weekly

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. If you have any queries about these please contact us.

Your payslip may show you as an employee of the umbrella company or other intermediary listed below.

Name of umbrella company or other intermediary:	Payco Services Limited
Any business connection between the umbrella company or other intermediary, the employment business and the person responsible for paying you:	None
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	At least the National Minimum Wage
Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:	Employer's NIC (deductible under the application of s44 Income Tax (Earnings and Pensions) Act 2003)
Any other deductions that we will make to the gross amount paid to the umbrella or other intermediary's income:	Margin, e.g., £20.50 per week Employer's Pension Contribution (if applicable)
Expected or minimum rate of pay to you from the umbrella or other intermediary:	At least the National Minimum Wage
Deductions from your wage required by law:	Income Tax and Employee's NIC (deductible under the application of s44 Income Tax (Earnings and Pensions) Act 2003)

Any other deductions or costs taken from your wage:	Employee's Pension Contributions (if applicable)
Any fees for goods or services:	DBS Check
Holiday entitlement and pay:	Minimum statutory entitlement of 5.6 weeks pro rata (or as otherwise agreed)
Additional benefits:	None

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:	£525.00 (£15.00 x 35 hours)	
Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:	£31.83 - Employer's NIC £1.98 - Apprenticeship Levy £19.50 - Employer's Pension	
Any other deductions that we will make to the gross amount paid to the umbrella or other intermediary's income:	£20.50 - Margin £54.73 - Retained Holiday Pay	
Example rate of pay to you from the umbrella or other intermediary:		£396.46
Deductions from your pay required by law:		£31.22 - Income Tax £28.14 - Employee's NIC £2.23 - Employee's Pension
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£334.87

Conduct Regulations opt out

If you are supplied via an umbrella company or other intermediary, then both parties can opt out of being covered by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Conduct Regulations). The opt out must be given in writing to the employment business by both the umbrella or other intermediary and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.

Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations.

This document is for information only and does not qualify as an agreement for opting out of the Conduct Regulations.