

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:	Workwell Solutions Limited
Your employer:	Workwell Solutions Limited
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Workwell Solutions 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:	Workwell Solutions Limited
Any business connection between the intermediary or umbrella company and the employment business:	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us per hour:	£16.18
Deductions from intermediary or umbrella income required by law:	Employer's National Insurance Apprenticeship Levy Employer's Pension Contribution Holiday Pay
Any other deductions from umbrella income (to include amounts or how they are calculated):	Umbrella company's margin: £22.95
Expected or minimum rate of pay to you:	Not less than National Minimum Wage
Deductions from your wage required by law:	Statutory deductions only (Income tax and National Insurance and all other statutory deductions 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 days holiday per year, either paid to you in addition to your salary (the expected or minimum rate of pay to you noted above), or payable to you as and when you request holiday.
Additional benefits:	Market leading employee benefits scheme, including wellbeing packages and shopping discounts.

Example Pay

	Umbrella or other intermediary fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£647.20 Weekly	
Deductions from intermediary or umbrella income required by law:	£2.76 Apprenticeship Levy £68.52 Employers NIC £0.00 Employers Pension	
Any other deductions or costs taken from intermediary or umbrella income:	£22.95 Umbrella margin	
Example rate of pay to you:		£493.41
Example holiday pay paid to you:		£59.55
Deductions from your pay required by law:		£62.25 Tax £24.90 National Insurance £0.00 Pension
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£465.82

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.