

### KEY INFORMATION DOCUMENT

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits when you are working through an **Umbrella Company**.

Further information can be found at in our contract for services, on our website under Key Information section or on requested from your Sharp Brains contact.

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>Name of employment business:</b>	Sharp Brains Ltd
<b>Name of intermediary or umbrella company</b>	Umbrella- Company
<b>Your employer:</b>	Umbrella- Company
<b>Type of contract you will be engaged under</b>	Contract of Service (Employment Contract)
<b>Who will be responsible for paying you</b>	Umbrella- Company
<b>How often the umbrella company and you will be paid:</b>	Weekly or monthly depending on payment schedule as 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>	Umbrella- Company
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	Customer/Supplier relationship. Sharp Brains operates an Approved Supplier List of Umbrella Companies. A contract of services will be in place between Sharp Brains and Umbrella company
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	£500 per day

**Deductions from intermediary or umbrella income required by law:**

 Employer's National Insurance £1288.93  
 Apprenticeship Levy £46.61  
 Pension Contribution £110.11

**Any other deductions from umbrella income (to include amounts or how they are calculated)**

Umbrella Company Margin (£ 65.00 per month or could be weekly depending upon umbrella company)

**Expected or minimum rate of pay to you:**

£500.00 per day

**Deductions from your wage required by law:**

 PAYE Income tax = £2608.33  
 National Insurance = £ 612.93

**Any other deductions or costs taken from your wage**

Student Loans payment if applicable

**Any fees for goods or services:**

No

**Holiday entitlement and pay:**

5.6 weeks / 28 days for fulltime working or pro-rated for parttime workers

**Additional benefits:**

 Further benefits of our umbrella service include:
 

- Pension salary sacrifice
- Exclusive discounts facilities
- Private medical care (optional)
- Personalised portal and app to access benefits

**EXAMPLE PAY**

	Intermediary or umbrella fees	Worker fees
<b>Example gross rate of pay to intermediary or umbrella company from us:</b>	£500/per day or £10,000 per month	
<b>Deductions from intermediary or umbrella income required by law:</b>	ENICs = £1288.93 App Levy = £46.61 (Er Pension = £110.11)	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	Umbrella Company Margin £65.00 per month (this number is used as an example number and will differ depending on the umbrella company you choose.	
<b>Example rate of pay to you:</b>		£500 per day
<b>Deductions from your pay required by law</b>		PAYE = £2608.33 NICs = £612.93 (Pension = £182.52)
<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>		£5917.90 per month