

Key Information Document

Umbrella

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.

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 4566 5333 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Your name:	
Name of employment business:	COMMUNITY RESOURCING LIMITED TRADING AS EDEN BROWN BUILT ENVIRONMENT
Name of intermediary or umbrella company:	Umbrella company
Your employer:	Umbrella company
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you:	Umbrella company
How often the umbrella company and you will be paid:	Weekly

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.

Name of intermediary or umbrella company:	Umbrella company
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	The employment business and the umbrella company are not connected
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£497.60
Deductions from intermediary or umbrella income required by law:	Employers' NI Employers' pensions contributions Apprenticeship levy
Any other deductions from umbrella income (to include amounts or how they are calculated)	Umbrella margin: £20 per week

Expected or minimum rate of pay to you:	£12.44
Deductions from your wage required by law:	Income tax Employees NI Employees pension contribution (auto enrolment)
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:	Your holiday entitled per annum is 5.6 weeks/28 days. For part time workers, it will be pro-rated accordingly. This will be paid to you with your pay. The work seeker acknowledges that no further payment will be made when leave is taken
Additional benefits:	None

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£629.60 Weekly	
Deductions from intermediary or umbrella income required by law:	Employers' NI: £69.00 per week Apprenticeship levy: £2.50 per week Employer pension contribution (auto-enrolment): £11.32 per week	
Any other deductions or costs taken from intermediary or umbrella income:	Umbrella Margin: £20 per week	
Example rate of pay to you:		£497.60 Weekly Pay
Deductions from your pay required by law:		£51.17 Income Tax £ 20.47 Employees NI £ 18.88 Employee Pension Contribution (Auto Enrolment)
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£387.08 weekly