

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 7215 5000** or through the **Acas helpline** on **0300 123 1100**, Monday to Friday, 8am to 6pm.

General Information

Your name:	
Name of employment business:	MedicsPro Ltd
Name of intermediary or umbrella company:	Exact Payroll Limited
Your employer:	Exact Payroll Limited
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Exact Payroll Limited
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. 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.

Name of intermediary or umbrella company:	Exact Payroll Limited	
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. The umbrella company is independent to the Employment Business. A contract for services will be in place between the Employment Business and the umbrella company	
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	GBP 200.00 per Day plus VAT where applicable.	
Deductions from intermediary or umbrella income required by law:	Employers National Insurance – 13.8% above threshold Apprenticeship Levy – 0.5% Holiday Pay – 12.07% (can be altered to holiday pay in advance or retained) Employer’s Pension Contributions – 3% above threshold (if eligible, can optout of scheme)	
Any other deductions from umbrella income (to include amounts or how they are calculated):	£15.00 per week margin	
Expected or minimum rate of pay to you:	Rate of pay will exceed national minimum wage	
Deductions from your wage required by law:	Employee’s National Insurance – 12% above threshold PAYE Tax (Dependant on tax code) Employee’s Pension Deductions – 5% above threshold (if eligible employees can choose to increase percentage and can optout of scheme)	
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	If relevant – student or postgraduate loan deductions If relevant – direct earnings attachment orders	
Any fees for goods or services:	DBS Checks or any other agency deductions	
Holiday entitlement and pay:	Accrued @ 12.07 % on a weekly basis	
Additional benefits:	Exact Rewards	

Example Pay

	Umbrella Fees	Worker Fees
Example gross rate of pay to intermediary or umbrella company from us:	£1000.00	
Deductions from intermediary or umbrella income required by law:	Employers National Insurance – £94.49 Apprenticeship Levy - £3.91	

	Holiday Pay - £94.49 Employer's Pension Contributions – £19.88	
Any other deductions or costs taken from intermediary or umbrella income:	£15 margin	
Example rate of pay to you:		£782.84
Deductions from your pay required by law:		Employee's National Insurance – £64.90 PAYE Tax – £101.40 Employee's Pension Deductions – £33.14
Any other deductions or costs taken from your pay:		£0.00
Any fees for goods or service:		£0.00
Example take home pay:		£583.40