

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 worker:	Worker Name
Name of employment business:	Solace in Business Ltd
Name of intermediary or umbrella company:	NumberMill Limited
Your employer:	NumberMill Limited
Type of contract you will be engaged under:	Employment contract (Umbrella)
Who will be responsible for paying you:	NumberMill Limited
How often the umbrella company and you will be paid:	Monthly

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:	NumberMill Ltd
Any business connection between the umbrella company or other intermediary, the employment business and the person responsible for paying you:	NumberMill is the Umbrella company and the employer of the candidate. There is no business connection between NumberMill and the employment business.
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	£13.84 per hour
Deductions that will be made to the gross amount paid to the umbrella or other intermediary required by law:	<ul style="list-style-type: none"> • Apprenticeship Levy- As a large employer we are required to pay the UK's Apprenticeship Levy. • Employers National Insurance (NIERS)- The amount umbrella pays HMRC as your employer for National Insurance. Company • Employer's pension contribution – This calculated at 3% of the Gross pay after the initial £123 threshold. • Holiday Pay- This is calculated at 5.6 Weeks per holiday year.
Any other deductions that will be made to the gross amount paid to the umbrella or other intermediary's income:	None

Expected or minimum rate of pay to you from the umbrella or other intermediary:	Minimum Rate of Pay = The hours you've worked multiplied by National Minimum Wage. (For example: £390.38 for 37.5hrs per week, assuming you are 23 years old and over)
Deductions from your wage required by law:	<ul style="list-style-type: none"> • Employees National Insurance Contribution • Income Tax • Employee's Pension Contributions (deferred for 12 weeks)- As above.
Any other deductions or costs taken from your wage:	<ul style="list-style-type: none"> • If relevant – student or postgraduate loan deductions If relevant – earnings attachment orders
Any fees for goods or services:	None
Holiday entitlement and pay:	The statutory minimum annual leave entitlement of 5.6 weeks for full time workers, deducted from the umbrella Taxable Pay
Additional benefits:	Insurances, same day payments

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:	21 Days @ £500 - £10,500	
Deductions that will be made to the gross amount paid to the umbrella or other intermediary required by law:	Employers NI: £1009.93 Apprenticeship Levy: £40.38 Holiday Pay: £1373.03	
Any other deductions that will be made to the gross amount paid to the umbrella or other intermediary's income:		
Example rate of pay to you from the umbrella or other intermediary:		Basic Pay 168 hrs @ £10.42 = £1750.56 Additional Pay 1 @ £6326.10
Deductions from your pay required by law:		Tax - £2602.33 Employee NIC - £530.24
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£4944.08

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.