

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. You can find more information at www.solace.org.uk

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:	
Name of employment business:	Solace in Business Limited
Name of intermediary or umbrella company:	Giant Professional Limited
Your employer:	Giant Professional Limited
Type of contract you will be engaged under:	Contract of service
Who will be responsible for paying you:	Giant Professional 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:	Giant Professional Limited
Any business connection between the umbrella company or other intermediary, the employment business and the person responsible for paying you:	None
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	£300 per day
Deductions that will be made to the gross amount paid to the umbrella or other intermediary required by law:	Employer's National Insurance; Apprenticeship Levy; Employer pension contributions at 4% of NMW & holiday pay if enrolled
Any other deductions that will be made to the gross amount paid to the umbrella or other intermediary's income:	Umbrella standard margin of £28 per week processed; employee business expenses; optional umbrella plus package margin of £31.75 per week if upgraded from the standard £28 margin package; optional umbrella premium package margin of £39.50 per week if upgraded from the standard £28 margin package
Expected or minimum rate of pay to you from the umbrella or other intermediary:	National Minimum Wage (NMW)
Deductions from your wage required by law:	PAYE income tax; Employee's National Insurance; Employee pension contributions at 4% of NMW &

	holiday pay if enrolled; and if applicable, Student Loan Repayments; Attachment of Earnings Orders.
Any other deductions or costs taken from your wage:	None
Any fees for goods or services:	None
Holiday entitlement and pay:	28 days per year inclusive of bank holidays
Additional benefits:	None

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:	£1,500 weekly	
Deductions that will be made to the gross amount paid to the umbrella or other intermediary required by law:	£156 employer's NI £7 app levy £0 employer pension	
Any other deductions that will be made to the gross amount paid to the umbrella or other intermediary's income:	£28 weekly margin £0 non-billable expenses	
Example rate of pay to you from the umbrella or other intermediary:		£1,309 weekly
Deductions from your pay required by law:		£282 income tax £94 employee NI £0 employee pension £0 student loan
Any other deductions or costs taken from your pay:		£0
Any fees for goods or services:		£0
Example net take home pay:		£933 weekly

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.