

Key Information Document

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.

Further information about the umbrella company can be found at www.giantpay.co.uk/umbrella

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 employment business:	Robert Walters Operations Limited
Name of intermediary or umbrella company:	Giant Professional Ltd
Your employer:	Giant Professional Ltd
Type of contract you will be engaged under:	Permanent employment
Who will be responsible for paying you:	Giant Professional 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.

Name of intermediary or umbrella company:	Giant Professional Ltd
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	None
Expected gross rate of pay transferred to the intermediary or umbrella company from Robert Walters Operations Limited:	e.g. £500.00 per day at 5 days per week = £2,500.00 per week
Deductions from intermediary or umbrella income required by law:	Employer's National Insurance; Apprenticeship Levy; Employer pension contributions at 4% of NMW if enrolled.

Any other deductions from umbrella income (to include amounts or how they are calculated)	Umbrella margin of £22 per week processed; employee business expenses; optional giant advantage benefits scheme of £3.75 per week if opted in; optional umbrella premium package margin of £39.50 per week if upgraded from the standard £22 margin package.
Expected or minimum rate of pay to you:	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 if enrolled; and if applicable, Student Loan Repayments; Attachment of Earnings Orders.
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	no
Any fees for goods or services:	no
Holiday entitlement and pay:	28 days per year inclusive of bank holidays.
Additional benefits:	Optional giant advantage employee benefits scheme of £3.75 per week if opted in; optional umbrella premium package margin of £39.50 per week if chosen which includes the ability to make salary sacrifice contributions into a private pension, personal medical insurance, the giant advantage benefits scheme, quarterly 1-2-1 and a discounted self-assessment service.

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£2,500 per week	
Deductions from intermediary or umbrella income required by law:	Employer's national insurance £297 Apprenticeship levy £11 Employer pension contributions £0	
Any other deductions or costs taken from intermediary or umbrella income:	Intermediary margin £22 Non-billable business expenses £25	
Example rate of pay to you:		£2,146
Deductions from your pay required by law:		PAYE income tax £661 employee's NI £134.31 employee's pension contribution £0

Any other deductions or costs taken from your pay:		£0
non-billable business expenses reimbursed		£25
Any fees for goods or services:		£0
Example net take home pay:		£1325.69