

## 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 can be found at [<https://www.gov.uk/government/publications/providing-a-key-information-document-for-agency-workers-guidance-for-employment-businesses>]

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

<b>Name of employment business:</b>	<b>Robert Walters Operations Limited</b>
<b>Name of intermediary or umbrella company:</b>	<b>Parasol Ltd</b>
<b>Your employer:</b>	<b>Parasol Ltd</b>
<b>Type of contract you will be engaged under:</b>	<b>Contract of employment</b>
<b>Who will be responsible for paying you:</b>	<b>Parasol Ltd</b>
<b>How often the umbrella company and you will be paid:</b>	<b>Weekly</b>

### 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.

<b>Name of intermediary or umbrella company:</b>	Parasol Ltd
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	The employment business and Parasol are not connected. Parasol is independent to Resource Solutions Limited. A contract for services will be in place between Parasol and Resource Solutions Limited.
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from Robert Walters Operations Limited:</b>	e.g. £450 day at 5 days per week (exclusive of VAT)  = £2250.00 per week
<b>Deductions from intermediary or umbrella income required by law:</b>	Employers National insurance calculated at 15.05% of the gross pay figure (above secondary threshold of £175 per week). Apprentice Levy is calculated at 0.5% of the gross pay figure. Auto enrolment employers pension contributions at 4% of national living wage.

<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	The margin retained by Parasol is £20.00. Voluntary contributions into a private pension scheme
<b>Expected or minimum rate of pay to you:</b>	The minimum rate of pay you will receive will be £9.50 per hour.
<b>Deductions from your wage required by law:</b>	Income tax calculated at 20%/40%/45% above the personal allowance of £12,500. Employees NI calculated at 13.25% above the primary threshold of £190 per week up to the upper earnings limit of £967 per week, and 2% thereafter. Employee pension contribution calculated at 4% net (5% gross)
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated):</b>	
<b>Any fees for goods or services:</b>	
<b>Holiday entitlement and pay:</b>	Your holiday entitlement per annum is 28 days. Your holiday pay is included in the rate that is paid to Parasol by Resource Solutions Limited. This will be paid to you with your weekly pay.
<b>Additional benefits:</b>	

#### EXAMPLE PAY

	<b>Intermediary or umbrella fees</b>	<b>Worker fees</b>
<b>Example gross rate of pay to intermediary or umbrella company from us:</b>	£2,250.00 Weekly	
<b>Deductions from intermediary or umbrella income required by law:</b>	£265.46 Employer's NI £9.70 Apprenticeship Levy £15.97 Employer Pension Contribution (Auto Enrolment)	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	£20.00 Parasol Margin	
<b>Example rate of pay to you:</b>		£1,730.07 Weekly Pay £208.80 Holiday Pay £1,938.87 Weekly
<b>Deductions from your pay required by law:</b>		£536.94 Income Tax £127.55 Employees NI £15.97 Employee Pension Contribution (Auto Enrolment)
<b>Any other deductions or costs taken from your pay:</b>		
<b>Any fees for goods or services:</b>		
<b>Example net take home pay:</b>		£1,258.41 Weekly