

Key Information Document

This document sets out key information about candidate's relationship with employment business and the intermediary or umbrella company used in the 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. All candidates 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:	PayStream My Max Limited
Candidate's employer:	PayStream My Max Limited
Type of contract candidate will be engaged under:	Contract of Service (Employment Contract)
Who will be responsible for paying the candidate:	PayStream My Max Limited
How often the candidate will be paid:	Weekly

INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

Candidates are being paid through an intermediary or umbrella company: a third-party organisation that will calculate candidate's tax and other deductions and then pay candidate for the work undertaken for the hirer. We will still be finding candidate's assignments.

The money earned on candidate's assignments will be transferred to the umbrella company as part of their income. They will then pay candidate their wage. All the deductions made which affect candidate's wage are listed below.

Candidate payslip may show candidate as an employee of the umbrella company listed below.

Name of intermediary or umbrella company:	PayStream My Max Limited
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying the candidate:	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from Robert Walters Operations Limited:	e.g. at £100 per day for 5 days per week = £500 per week
Deductions from intermediary or umbrella income required by law:	<ul style="list-style-type: none">• Employer's NI (<i>for the 2022-23 tax year, includes 1.25% uplift for NHS, health and social care</i>)• Apprenticeship Levy• Employer Pension contribution <i>Calculated on qualifying earnings (Qualifying earnings are gross earnings above £120 if paid weekly/ £520 if paid monthly for 20/21) From April 2020, Minimum employer contribution = 3 %.</i> <i>PayStream operate a 12 week postponement.</i>• Accrued holiday pay and employer costs paid by PayStream (contractor dependant)
Any other deductions from umbrella income (to include amounts or how they are calculated)	<ul style="list-style-type: none">• £18 per week PayStream Margin• Salary Sacrifice (contractor dependant)

Expected or minimum rate of pay to candidate:	<ul style="list-style-type: none"> • £9.50 per hour (National Living Wage: employees aged 23 years and older) • OR £9.18 per hour (National Minimum Wage: employees aged 21-22) • OR £6.83 per hour (National Minimum Wage: employees aged 16-20) • Holiday Pay @ 12.07% • Any bonus/commission
Deductions from your wage required by law:	<ul style="list-style-type: none"> • PAYE • Employee's National Insurance • Student Loan • Any DEO/AOE (contractor dependant) • Employee Pension contribution <p><i>Calculated on qualifying earnings (Qualifying earnings are gross earnings above £120 if paid weekly/ £520 if paid monthly) From April 2020, Minimum employee contribution = 5 %. PayStream operate a 12 week postponement.</i></p>
Any other deductions or costs taken from your wage (to include amounts or how they are calculated:	N/A
Any fees for goods or services:	<ul style="list-style-type: none"> • Remus +: £2.49 per week (Contractor dependent) • Personal Accident Cover: £2.49 per week (Contractor dependent) • Salary Sacrifice Admin Fee; £6 per week (Contractor dependent) • My Max Exec Fee: £5.99 per week (Contractor dependent)
Holiday entitlement and pay:	<ul style="list-style-type: none"> • 28 days per annum
Additional benefits:	<ul style="list-style-type: none"> • Employer's Liability, Professional Indemnity and Public/Products Liability Insurance • Tax relief on allowable expenses • PayStream Rewards

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from AMS:	£500.00 per week (5 days @ £100)	
Deductions from intermediary or umbrella income required by law:	Employers NI: £39.87 Apprenticeship Levy: £2.20 Employer's Pension: £0.00	
Any other deductions or costs taken from intermediary or umbrella income:	Umbrella Margin: £18.00	
Example rate of pay to you:		Gross: £439.93
Deductions from your pay required by law:		Employee's NI: £26.22 PAYE: £39.60 Student Loan/PGL: £0.00

		Employee Pension: £0
Any other deductions or costs taken from your pay:		None in this example
Any fees for goods or services:		None in this example
Example net take home pay:		£374.11