

KEY INFORMATION DOCUMENT – UMBRELLA COMPANY

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits. Further information can be found in **[insert any other documents or were further relating information can be found if necessary]**.

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 and please find below their contact details;

Web site: <https://www.gov.uk/government/organisations/employment-agency-standards-inspectorate>

Phone: 0207 215 5000

Email: eas@beis.gov.uk

1. General information about the parties	
Name of employment business	Vital Human Resources Ltd ("Vital")
Name of intermediary or umbrella company	
Vital Contact Number	0161 836 7000
Vital Opening Hours	Monday to Friday (08:30 – 17.30)
Useful email addresses for Vital	Contractor care – payroll@vital.uk.com
Vital Head Office Address	The Mill, South Hall Street, Ordsall Lane, M5 4TP

2. About this document
<ul style="list-style-type: none">This document has been prepared to ensure that individuals are provided a Key Facts document before agreeing to the terms under which they will undertake work.

3. Your Status
<p>You will be an employee of the Umbrella company under a Contract of Employment. Vital have a PSL (Preferred Supplier List) in place for Umbrella Limited companies https://www.morson.com/about/approved-suppliers/approved-suppliers-uk. Under this arrangement Vital will pay the Umbrella (your Employer) a payment inclusive of all Employments costs and any applicable Umbrella margin. Under this arrangement the Umbrella will be responsible for paying you.</p> <p>As an Employee of the Umbrella Limited company this means that you have many rights and obligations as laid out in your Contract of Employment.</p> <p>You are being paid through an umbrella company: a third-party organization 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.</p> <p>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 your chosen umbrella provider.</p> <p>Your payslip will show you as an employee of the umbrella company.</p> <p>More information can be found in your Contract of Employment from the Umbrella.</p>

4. Pay and Benefits	
Payment Intervals	Depending on the particular assignment you are working on you may be paid weekly, Monthly or fortnightly.
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	Minimum Rate of Pay = The hours you've worked multiplied by National Minimum Wage. (For example: £457.88 for 37.5hrs per week, assuming you are 21 years old and over)
Deductions from intermediary or umbrella income required by law:	Apprenticeship Levy - As a large employer umbrella is required to pay the UK's Apprenticeship Levy Employers National Insurance (NIERS) - The amount umbrella pays HMRC as your employer for National Insurance. Employer's pension – 3% employer contribution.
Any other deductions from umbrella income (to include amounts or how they are calculated):	Margin/admin fee
Deduction from your pay PAYE (Tax)	This is the income tax paid to HMRC for you via Pay As You Earn. This is closely linked to your Tax Code and associated Tax-Free Allowance.
Deductions from your pay National Insurance	National Insurance is a tax in the United Kingdom paid by workers and employers for funding state benefits.
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	Pension Contributions – 5% employee contribution
Any fees for goods or services:	
Holiday entitlement and pay:	28 days per annum holiday entitlement under working time regulations. Holiday pay - This will only show as a deduction on request of the contractor. If not, all holiday pay is paid out to you within your weekly/monthly payment.
Additional Benefits:	

5. Example Pay		
	Intermediary or Umbrella income	Worker income
Example gross rate of pay to intermediary or umbrella company from us:	£648 weekly	
Deductions from intermediary or umbrella income required by law:	£66.87 Employers HMRC deductions £12.65 Employers Pension Contribution £2.71 Apprenticeship Levy	
Any other deductions or costs taken from intermediary or umbrella income:	£24 margin weekly	
Example rate of pay to you:		£541.77 gross weekly pay

Deductions from your pay required by law:		£59.80 Income tax Tax Code: 1257L £23.98 employees NI
Any other deductions or costs taken from your pay:		£16.87 Employee Pension
Any fees for goods or services:		N/A
Example net take home pay:		£441.12 (including advanced holiday pay)

The above example of pay is for illustration purposes only. The exact position will depend on individual decisions concerning pension deductions and may vary slightly for workers under devolved income tax systems.