

# Key Information Document (Umbrella)

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.

**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

Your name:

Name of employment business:

MedicsPro

Name of intermediary or umbrella company:

Payments Pro Ltd

Your employer:

Payments Pro Ltd

Type of contract you will be engaged under:

Employment Contract

Who will be responsible for paying you:

Payments Pro Ltd

How often the umbrella company and you will be paid:

## 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. 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.

Name of intermediary or umbrella company:	Payments Pro Ltd
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	As minimum, your payment will meet the required amount in line with National Living Wage regulations
Deductions from intermediary or umbrella income required by law:	<ul style="list-style-type: none"> <li>• Apprenticeship Levy- some employers are required to pay the UK's Apprenticeship Levy.</li> <li>• Employers National Insurance (NIERS)- The amount umbrella pays HMRC as your employer for National Insurance.</li> <li>• Employer's pension contribution if you stay opted into the pension scheme</li> </ul>
Any other deductions from umbrella income (to include amounts or how they are calculated):	Processing fee @ £17 per week worked
Expected or minimum rate of pay to you:	Minimum Rate of Pay = The hours you have worked multiplied by National Minimum Wage. (For example: £380.00 for 40hrs per week, assuming you are 23 years old and over)
Deductions from your wage required by law:	<ul style="list-style-type: none"> <li>• Employees National Insurance Contribution</li> <li>• Income Tax</li> <li>• Employee's Pension Contributions if you stay opted in pension scheme</li> <li>• If relevant – student or postgraduate loan deductions</li> <li>• If relevant – earnings attachment orders</li> </ul>
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	None
Any fees for goods or services:	None
Holiday entitlement and pay:	Statutory Holiday pay is 20 days and 8 bank holidays. This is paid at 12.07 % on a rolled-up basis
Additional benefits:	Reward Gateway employee reward scheme

### Example Pay

	Umbrella Fees	Worker Fees
Example gross rate of pay to intermediary or umbrella company from us:	£18.88 per hour (£708.00 per week or 37.5 hours per week)	
Deductions from intermediary or umbrella income required by law:	<b>Employer's NI: £62.19</b> <b>Apprenticeship Levy: £3.13</b>	

Any other deductions or costs taken from intermediary or umbrella income:

Processing fee: £17 per week worked

Example rate of pay to you:

£625.68 / week

Deductions from your pay required by law:

Income Tax: £76.60  
Employee's NI: £46.04

Any other deductions or costs taken from your pay:

Any fees for goods or service:

No

Example take home pay:

£503.04/ week, including holiday pay