

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: | Sapphire DNP Limited |
| Your employer: | Sapphire DNP Limited |
| Type of contract you will be engaged under: | Contract of Employment |
| Who will be responsible for paying you: | Sapphire DNP Limited |
| How often the umbrella company and you will be paid: | Weekly following receipt of hours worked |

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: | Sapphire DNP Limited |
|---|----------------------|

Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:

N/A

| | |
|--|-----------------|
| Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us: | £16.21 / Hourly |
|--|-----------------|

| | |
|--|---|
| Deductions from intermediary or umbrella income required by law: | Employer's National Insurance, Apprenticeship Levy, Employer's Pension Contributions (where applicable), Holiday Pay (if the employee opts to accrue and be paid at a later date) |
|--|---|

| | |
|--|-----------------------------|
| Any other deductions from umbrella income (to include amounts or how they are calculated): | Company Margin (£25/Weekly) |
|--|-----------------------------|

| | |
|---|--|
| Expected or minimum rate of pay to you: | National Minimum/Living Wage (currently £12.21/hour) |
|---|--|

| | |
|--|---|
| Deductions from your wage required by law: | Income Tax (PAYE) National Insurance Contributions Pension Contributions (where applicable) |
|--|---|

| | |
|---|-----|
| 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: | N/A |
|---------------------------------|-----|

| | |
|------------------------------|------------------|
| Holiday entitlement and pay: | 28 days (12.07%) |
|------------------------------|------------------|

| | |
|----------------------|-----|
| Additional benefits: | N/A |
|----------------------|-----|

Example Pay

| | Umbrella Fees | Worker Fees |
|---|---|--|
| Example gross rate of pay to intermediary or umbrella company from us: | Hourly 48 x £16.21 = £778.08 | |
| Deductions from intermediary or umbrella income required by law: | Apprenticeship Levy - £3.32 Employer's NI - £85.27 | |
| Any other deductions or costs taken from intermediary or umbrella income: | Company Margin - £25 | |
| Example rate of pay to you: | | £592.92 Hourly £12.35 Holiday Pay £71.57 |
| Deductions from your pay required by law: | | Income Tax - £84.4 National Insurance - £33.8 |
| Any other deductions or costs taken from your pay: | | £0.00 |
| Any fees for goods or service: | | £0.00 |

Example take home pay:

£546.29