

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 [\[for Employment Business to insert here\]](#)

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:	TJW Contract Solutions Limited
Your employer:	TJW Contract Solutions Limited
Type of contract you will be engaged under:	Contract of Service
Who will be responsible for paying you:	TJW Contract Solutions Limited
How often the umbrella company and you will be paid:	Weekly in arrears

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.

Name of intermediary or umbrella company:	TJW Contract Solutions Ltd
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	The employment business and the umbrella company are not connected

Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£20.00 per hour
Deductions from intermediary or umbrella income required by law:	Employer's National Insurance Apprenticeship Levy Employer's Pension (where applicable)
Any other deductions from umbrella income (to include amounts or how they are calculated)	Company margin: £15.00 per week

Expected or minimum rate of pay to you:	£15.44 per hour (plus holiday pay allowance: £1.86 per
Deductions from your wage required by law:	Income Tax (PAYE) Employee's National Insurance Student or Post-graduate Loan or Earnings Attachment (where applicable)
Any other deductions or costs taken from your wage (to include amounts or how they are calculated:	Accident Insurance - £2.00 per week (voluntary - opt-out basis)
Any fees for goods or services:	None
Holiday entitlement and pay:	28 days per annum
Additional benefits:	Rewards@TJW discount shopping scheme (no additional cost)

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£750.00 per week	
Deductions from intermediary or umbrella income required by law:	£82.92 Employer's NI £3.24 Apprenticeship Levy £0.00 Employer's Pension	
Any other deductions or costs taken from intermediary or umbrella income:		
Example rate of pay to you:		£648.84 per week
Deductions from your pay required by law:		£81.40 PAYE £32.52 Employee's NI

		£0.00 Employee's Pension
Any other deductions or costs taken from your pay:		
Any fees for goods or services:		£0.00
Example net take home pay:		£534.92