

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 Limited
Name of intermediary or umbrella company:	Parasol Limited
Your employer:	Parasol Limited
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Parasol Limited
How often the umbrella company and you will be paid:	Weekly

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

The Employment Business (Medicspro) and the umbrella company are not connected. The umbrella company is independent to Medicspro. A contract for services will be in place between Medicspro and the umbrella company.

Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:

GBP £200.00 per Day plus VAT where applicable.

Deductions from intermediary or umbrella income required by law:

Employers National Insurance calculated at 15% of the gross pay figure (above the secondary threshold of £96.00 per week) Apprenticeship Levy is calculated at 0.5% of your gross pay figure.
Auto Enrolment Employers Pension Contributions at 4% of national living wage

Any other deductions from umbrella income (to include amounts or how they are calculated):

Umbrella margin retained by Parasol Limited is £29.75 per week.

Expected or minimum rate of pay to you:

£12.21

Deductions from your wage required by law:

Income Tax calculated as 20%/40%/45% (19%/20%/21%/42%/45%/48% for Scotland) above the personal allowance of £242 per week. Your Personal Allowance goes down by £1 for every £2 that your adjusted net income is above £100,000. This means your allowance is zero if your income is £125,140 or above.
Employee National Insurance calculated at 8% above the primary threshold of £242 up to the upper earnings limited of £967 per week, and 2% thereafter.
Student Loan Deductions which may apply and any attachment of earnings or court orders (where applicabl

Any other deductions or costs taken from your wage (to include amounts or how they are calculated):

Employees' pension contribution calculated at 4% net (5% gross)

Any fees for goods or services:

Optional Benefits if requested

Holiday entitlement and pay:

Your holiday entitlement per annum is 28 days including Bank Holidays.

