

## 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 Ltd
Name of intermediary or umbrella company:	Churchill Knight Umbrella Limited
Your employer:	Churchill Knight Umbrella Limited
Type of contract you will be engaged under:	Employment Contract- MPP
Who will be responsible for paying you:	Churchill Knight Umbrella Limited
How often the umbrella company and you will be paid:	The umbrella company will pay on receipt of funds

### 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:	Churchill Knight Umbrella Limited
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	We have no connection with any umbrella company we work with
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	For example, based upon an hourly rate of £23.46 and 37 hours per week is £868.02 per week. Exact details will be confirmed on an assignment.
Deductions from intermediary or umbrella income required by law:	Employers NIC, Apprenticeship levy
Any other deductions from umbrella income (to include amounts or how they are calculated):	Our margin
Expected or minimum rate of pay to you:	For example, a weekly pay rate of £380.00 per week (NLW x 40 hours)
Deductions from your wage required by law:	PAYE, employee NICs, employee pension contribution (automatic enrolment) or student loan (if applicable)
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	No
Any fees for goods or services:	Our Margin
Holiday entitlement and pay:	Statutory minimum 5.6 weeks/28 days for full time workers or for part time workers this will be pro-rated accordingly
Additional benefits:	None

### Example Pay

	Umbrella Fees	Worker Fees
Example gross rate of pay to intermediary or umbrella company from us:	£708.00	
Deductions from intermediary or umbrella income required by law:	<b>£67.35 Employers NIC</b> <b>£3.11 Apprentice levy</b>	
Any other deductions or costs taken from intermediary or umbrella income:	£15.00 Margin	
Example rate of pay to you:		£622.53
Deductions from your pay required by law:		£76.00 Tax £57.31 National insurance
Any other deductions or costs taken from your pay:		No

Any fees for goods or service:

No

Example take home pay:

£489.22 per week