

# 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:	Medics Pro
Name of intermediary or umbrella company:	SmartWork
Your employer:	SmartWork
Type of contract you will be engaged under:	Permanent Employment Contract
Who will be responsible for paying you:	SmartWork
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:	SmartWork	
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:	£25 is the Hourly Rate (also known as Assignment Income, Contract Rate and Umbrella Rate)	
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 - 3%, if applicable</li> </ul>	
Any other deductions from umbrella income (to include amounts or how they are calculated):	£15 SmartWork margin deducted by SmartWork from Assignment Income / Contract Rate	
Expected or minimum rate of pay to you:	Minimum Rate of Pay = The hours you have worked multiplied by National Minimum Wage.	
Deductions from your wage required by law:	<ul style="list-style-type: none"> <li>· Employees National Insurance Contribution</li> <li>· Income Tax (PAYE)</li> <li>· Employee's Pension Contributions – 5%, if applicable</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:	28 Days per annum, inclusive of bank holidays, pro rata accordingly. This is paid at 12.07 % (choice of advance or payment as leave taken)	
Additional benefits:		

### Example Pay

	Umbrella Fees	Worker Fees
Example gross rate of pay to intermediary or umbrella company from us:	£25 x 37.5 hours worked per week = £937.5	
Deductions from intermediary or umbrella income required by law:	<b>Employer's NI:</b> <b>£87.22</b> <b>Apprenticeship Levy:</b> <b>£4.04</b> <b>Employer Pension:</b>	

	<b>£24.21</b>	
Any other deductions or costs taken from intermediary or umbrella income:	£15 per week from gross umbrella income	
Example rate of pay to you:		Pay: £807.03
		Employee Pension Contributions: £40.35
		Employee's NI: £67.84
Deductions from your pay required by law:		PAYE tax: £104.96
Any other deductions or costs taken from your pay:		N/A
Any fees for goods or service:		N/A
Example take home pay:		£593.88