

# 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:	Source Pay Ltd
Your employer:	Source Pay Ltd
Type of contract you will be engaged under:	Contract For Services
Who will be responsible for paying you:	Source Pay Ltd
How often the umbrella company and you will be paid:	Weekly (every Friday)

## 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:	Source Pay 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:	£16.50 per hour	
Deductions from intermediary or umbrella income required by law:	<ul style="list-style-type: none"> <li>• Employers' NI</li> <li>• Apprenticeship levy</li> <li>• Employer pension contribution (auto-enrolment)</li> </ul>	
Any other deductions from umbrella income (to include amounts or how they are calculated):	Umbrella margin: £15.00 per week INITIAL WEEK FREE OF CHARGE	
Expected or minimum rate of pay to you:	£12.38 per hour (Holiday pay allowance: £1.49 per hour / Total: £13.88 per hour)	
Deductions from your wage required by law:	<ul style="list-style-type: none"> <li>- Income tax</li> <li>- Employee NICs</li> <li>- Employee pension contribution (auto-enrolment)</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:	<p>Your holiday entitlement per annum is 5.6 weeks/28 days. For part time workers, it will be pro-rated accordingly. This will be paid to you with your pay. The work seeker acknowledges that no further payment will be made when leave is taken.</p>	
Additional benefits:	<ul style="list-style-type: none"> <li>- Initial Week Free</li> <li>- Medical Package which includes: <ul style="list-style-type: none"> <li>• Private GP appointment</li> <li>• Private therapy sessions</li> </ul> </li> <li>• Discounts on hundreds of retailers</li> </ul>	

#### Example Pay

	Umbrella Fees	Worker Fees
Example gross rate of pay to intermediary or umbrella company from us:	£618.75 per week	
Deductions from intermediary or umbrella income required by law:	<ul style="list-style-type: none"> <li>• Employers' NI: £64.30 per week</li> </ul>	

	<ul style="list-style-type: none"> <li>• Apprenticeship levy: £2.62 per week</li> <li>• Employer pension contribution (auto-enrolment): £12.14 per week</li> </ul>	
Any other deductions or costs taken from intermediary or umbrella income:	<ul style="list-style-type: none"> <li>• Umbrella margin: £15.00 per week</li> </ul>	
Example rate of pay to you:		£524.68 per week
Deductions from your pay required by law:		£56.51 per week
Any other deductions or costs taken from your pay:		<ul style="list-style-type: none"> <li>• Income tax: £52.54 per week</li> <li>• Employee NICs: £22.64 per week</li> <li>• Employee pension contribution (auto-enrolment): £20.23 per week</li> </ul>
Any fees for goods or service:		
Example take home pay:		£429.27 per week