

## **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 by contacting Bright Sky Umbrella Ltd

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**

<b>Your name:</b>	Worker Name
<b>Name of employment business:</b>	Agency Name
<b>Name of intermediary or umbrella company:</b>	Bright Sky Umbrella Ltd
<b>Your employer:</b>	Bright Sky Umbrella Ltd
<b>Type of contract you will be engaged under:</b>	Contract of employment
<b>Who will be responsible for paying you:</b>	Bright Sky Umbrella Ltd
<b>How often the umbrella company and you will be paid:</b>	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.

<b>Name of intermediary or umbrella company:</b>	Bright Sky Umbrella Ltd
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	None
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	£15.00
<b>Deductions from intermediary or umbrella income required by law:</b>	Employers National Insurance Apprenticeship Levy
<b>Any other deductions from umbrella income (to include amounts or how they are calculated):</b>	Provision for paid leave entitlement Employer's Auto-enrolment Pension if opted in Umbrella Margin
<b>Expected or minimum rate of pay to you:</b>	NLW plus DPSB (discretionary profit sharing bonus ) expected to amount in total to the sum stated below in 'Example rate of pay to you'

<b>Deductions from your wage required by law:</b>	Income Tax Employees National Insurance Student Loans (if applicable)
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated):</b>	Employee's Auto-enrolment Pension if opted in
<b>Any fees for goods or services:</b>	Any training deductions
<b>Holiday entitlement and pay:</b>	5.6 weeks per year and pro rata pay during paid leave based on your average earnings as required by law.
<b>Additional benefits:</b>	Paid leave entitlement may be advanced each pay period, Any expenses which can properly be repaid from the company income will reduce gross taxable pay, but will increase total sums received by a greater amount.

#### EXAMPLE PAY

	Intermediary or Umbrella fees	Worker fees
<b>Example gross rate of pay to intermediary or umbrella company from us:</b>	Weekly Pay £600.00	
<b>Deductions from intermediary or umbrella income required by law:</b>	Employers NI £47.42 App Levy £0.00	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	Provision for paid leave entitlement £55.86 Employer's Pension £11.96 Umbrella Margin £22.00	
<b>Example rate of pay to you</b>		Weekly Pay £462.76 Paid leave advance and/or taken £55.86
<b>Deductions from your pay required by law:</b>		Tax £55.20 Employees NI £22.13
<b>Any other deductions or cost taken from your pay:</b>		Employee's Pension £15.94
<b>Any fees for goods or services:</b>		£0.00
<b>Example net take home pay:</b>		Net £425.35

#### SIGNING ON VIA AN UMBRELLA COMPANY

This document explains your pay information if you engage via an umbrella company.

If you engage with an employment business via an umbrella company, then you can opt out of being covered by the conduct regulations.

The opt out must be given in writing to the employment business by both the umbrella and the person being supplied to do the work

The employment business cannot encourage you to do this and it must be your own decision.

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.