

PART 2 - Key Information

At the start of assignment with your agency you should have been provided you with a Key Information Document (KID) outlining the key information about the payments made to you and the relationship with us as your employer. Here is sample KID document for illustration purposes only.

Name of intermediary or umbrella company:	Omnia Outsourcing Limited
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	Example 40 hours @£12 per hour
Deductions from intermediary or umbrella income required by law:	<ul style="list-style-type: none">• Employers National Insurance• Apprenticeship Levy charge• Holiday Pay included in the Gross amount• Employers Pension Contributions (if applicable)
Any other deductions from umbrella income (to include amounts or how they are calculated)	Company Margin to cover the work that Omnia does for your agency

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.

INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

Expected or minimum rate of pay to you:	At least National Minimum/National Living Wage
Deductions from your wage required by law:	<ul style="list-style-type: none">• Income Tax• Employee National Insurance• Pensions Contributions (if applicable)
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:	Equivalent to 28 days (pro-rata) paid holiday per year included in your pay quoted above Advanced weekly in addition to your basic pay
Additional benefits:	

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.

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	48 hours @ £12 = £480	
Deductions from intermediary or umbrella income required by law:	Holiday Pay - £54 ERs NI - £45 ERs Pension - £11 App Levy - £2	
Any other deductions or costs taken from intermediary or umbrella income:	Margin - £17	
Example rate of pay to you:		£371 Basic pay £46 Holiday pay
Deductions from your pay required by law:		Tax - £36 NI - £30 Pension - £12
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£339