Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

The Employment Agency Standards (EAS) inspectorate is the government authorised responsible for the enforcement of certain agency worker rights. You can raise concerns 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	**Example KID**
Name of employment business	**TXP**
Your employer	**Parasol Ltd**
Type of contract you will be engaged under	**Contract of Employment**
Who will be responsible for paying you	**Parasol Ltd**
How often will the umbrella company and you be paid	**Monthly**

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 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 will show you as an employee of the umbrella company listed overleaf.

Name of intermediary or umbrella company	**Parasol Ltd**		
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you	**Parasol and the above named employment business are not connected. Parasol is independent to the above named employment business. A contract for services will be in place between Parasol and the employment business**		
Expected or minimum gross rates of pay transferred to the intermediary or umbrella company from us	**£700.00**	**per day**	**(Exclusive of VAT)**
Deductions from intermediary or umbrella income required by law	**Employer's National Insurance calculated at 15% of the gross pay figure (above the secondary threshold of £96 per week). The apprenticeship Levy is calculated at 0.5% of your gross pay figure.**		
Any other deductions from umbrella income (to include amounts or how they are calculated)	**The margin retained by Parasol is**	**£86.66**	
The minimum rates of pay that you will receive will be	**£12.71**		
Deductions from your wage required by law	**Income tax calculated at 20%/40%/45% above the personal allowance of £242 per week. Your personal allowance will reduce if your gross pay will exceed £100,000 per year.** **Employees NI is calculated at 8% above the primary threshold of £242 per week up to the upper earnings limit of £967 per week, and 2% thereafter. Employee's pension contribution is calculated at 4% net (5% gross) of the national living wage for the hours worked**		
Any other deductions are costs taken from your wage (to include amounts or how they are calculated)	**Where directed by HMRC deductions for student loan repayments or attachment of earnings orders**		
Holiday entitlement and pay	**Calculated as a percentage**	**12.07%**	
Any opt-out agreement on the regulation 32 of the Conduct of Employment Agencies and Employment Businesses 2003 regulations	**You will be opting out of the Conduct of Employment Agencies and Employment Businesses regulations.**		
Additional benefits **(visit the link to the right)**	**https://parasolgroup.co.uk/our-offering/umbrella/?utm_source=collateral&utm_medium=pdf&utm_content=kid&utm_campaign=PAR-enablement**		

Example Pay

	Umbrella company income and deductions	
Invoice value	**£15,166.67**	*(excluding VAT)*
Deductions from Parasol required by law	**£1,904.06**	*Employers NIC*
	£65.55	*Apprenticeship Levy*
Other deductions	**£0.00**	*Employer Auto Enrolment Pay Exchange Pension*
	£86.67	*Margin*

	Worker income and deductions	
Breakdown of total rate of pay to you	**£11,698.41**	*Basic Pay*
	£1,411.97	*Holiday Pay*
Example of total rate of pay to you	**£13,110.38**	
Deductions from your wage required by law	**£4,278.21**	*Income Tax*
	£429.76	*Employees NI*
Example net take home pay (following all estimated deductions, cost and fees)	**£8,402.42**	

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