# 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 at www.txp.co.uk

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 4566 5333 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

## General Information

| | |
|---|---|
| **Your name** | A Candidate |
| **Name of employment business** | TXP Talent / Solution/ Technology |
| **Name of intermediary or umbrella company** | Giant Professional Limited |
| **Your employer** | Giant Professional Limited |
| **Type of contract you will be engaged under** | Contract of service |
| **Who is responsible for paying you** | Giant Professional Limited |
| **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.

| | |
|---|---|
| **Name of intermediary or umbrella company** | Giant Professional 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** | £ 300.00 per day |
| **Deductions from intermediary or umbrella income required by law** | Employer's National Insurance; Apprenticeship Levy; Employer pension contributions at 3% of qualifying earnings if enrolled |
| **Any other deductions from umbrella income** (to include amounts or how they are calculated) | Umbrella standard margin of £20 per week processed; employee business expenses; optional umbrella plus package margin of £23.75 per week if chosen instead of the standard £20 margin package; optional umbrella premium package margin of £39.50 per week if chosen instead of the standard £20 margin package |
| **Expected or minimum rate of pay to you** | National Minimum Wage (NMW) |
| **Deductions from your wage required by law** | PAYE income tax; Employee's National Insurance; Employee pension contributions at 4% of qualifying earnings if enrolled; and if applicable, Student Loan Repayments; Attachment of Earnings Orders. |
| **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** | 28 days per year inclusive of bank holidays |
| **Additional benefits** | None |

**Example pay**

| | Weekly Intermediary/ Umbrella Deductions | Weekly Worker Deductions |
|---|---|---|
| **example weekly gross pay rate to intermediary/umbrella from us:** ***per week (5 days@ 300 per day)*** | £1,500 weekly | |
| **deductions from intermediary/umbrella income required by law:** | | |
| employer's national insurance | £180 employer's NI | |
| apprenticeship levy | £6 app levy | |
| employer pension contributions | £0 employer pension | |
| **other deductions from intermediary/umbrella income:** | | |
| intermediary margin | £20.00 weekly margin | |
| non-billable business expenses | £0 non-billable expenses | |
| **example rate of pay to you incl holiday pay:** | | **£1,294** weekly |
| **deductions from your pay required by law:** | | |
| PAYE income tax | | £276 income tax |
| employee's NI | | £65 employee NI |
| employee's pension contribution | | £0 employee pension |
| student loan repayment | | £0 student loan |
| **any other deductions/costs from your pay:** | | £0 |
| **non-billable business expenses reimbursed** | | £0 non-billable expenses |
| **fees for goods or services and their frequency** | | £0 |
| **example net pay incl holiday pay (after all estimated deductions)** | | **£953** weekly |