

KEY INFORMATION DOCUMENT

This document sets out key information about your relationship with us and the intermediary company used in your engagement, including pay details, 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.

GENERAL INFORMATION

Name of employment business:	Options Resourcing Ltd
Name of umbrella company who will pay and employ you:	Spring Resourcing Ltd
Type of contract you will be engaged under:	Employment Contract
How often the umbrella company and you will be paid:	Weekly following work performed

UMBRELLA COMPANY PAY INFORMATION

You are being paid through a connected umbrella company 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 deductions made which affect your wage are listed below. If you have any queries about these please contact us.

PAY & DEDUCTION DETAILS			
Minimum gross assignment pay transferred to the umbrella company from us:		The umbrella company will be paid rate of assignment pay previously agreed but minimum rates paid to umbrella company will be sufficient to ensure they can pay you above National Minimum Wage.	
Deductions from umbrella assignment income required by law:		Employers National Insurance & Employers Pension	
Any other deductions from umbrella assignment income:		Margin of either £15.00 or £18.00 per timesheet dependant on income	
Minimum rate of pay to employee from umbrella:		Minimum rate of pay in line with National Minimum Wage.	
Deductions from your wage required by law:		Employees National Insurance, Tax and Employee Pension deductions. If instructed by a relevant body, we will also make any other deduction we are required to by law including repayment of student loans or amounts payable under a Direct Earnings Attachment.	
Any other deductions, costs or fees taken from your wage		None	
Holiday entitlement and pay:		12.07% of gross pay	
Additional benefits:		Auto-enrolment pension with "The People's Pension" if qualifying criteria met. Relevant statutory employee benefits including SSP, SMP and SPP if qualifying criteria met.	
EXAMPLE PAY			
Umbrella Pay, Deductions & Fees		Employee Pay, Deductions & Fees	
Example gross pay to umbrella company from us:	£592 (40 hours x £14.80 assignment rate)	Example gross pay to you (inclusive of holiday pay):	£523.31
Deductions from umbrella income required by law:	NIERS £48.07 APP Levy £2.62	Deductions from your pay required by law:	Tax £56.20 NI £22.50
Any other deductions or costs taken from umbrella income:	Margin £18.00	Any other deductions or costs taken from your pay:	Nil
Net total	£523.31	Fees for goods /services:	Nil
		Example net pay	£444.61