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 4566 5333.

GENERAL INFORMATION

Name of employment business:	Options Resourcing Ltd
Name of umbrella company who will pay and employ you:	Spring Resourcing Ltd
Any business connection between the umbrella company, the employment business, and the person responsible for paying you:	Associated Company
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 contracting with a third-party umbrella company during this assignment, there is no contract for services between yourself and Options Resourcing Ltd. You are being paid through an 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. This is for illustration purposes only, 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 at least the National Minimum Wage.	
Deductions from umbrella assignment income required by law:		Employers National Insurance, Apprenticeship Levy & 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 rolled up into hourly rate	
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:	**£648.80 (40 hours x £16.22 assignment rate)**	Example pay to you: Additional Holiday Pay:	£514.65 £64.12
Deductions from umbrella income required by law:	NIERS £55.44 APP Levy £2.88	**Example gross pay to you:**	**£576.77**
Any other deductions or costs taken from umbrella income:	Margin £18.00	Deductions from your pay required by law:	Tax £62.44 NI £26.80
Employers Pension Contribution	£13.70	Any other deductions or costs taken from your pay:	Pension £22.84
Net total	**£576.77**	Fees for goods /services:	Nil
		Example net pay to you:	**£464.69**

OPTING OUT OF THE CONDUCT OF EMPLOYMENT AGENCIES AND EMPLOYMENT AGENCIES REGULATIONS 2003 (THE 'CONDUCT REGULATIONS')

As you are being supplied by a work seeker that is a company that engages with an employment business, then you can opt out of being covered by the Conduct Regulations.

In such instances, the opt out must be given in writing to the employment business by both the work seeker and you, as 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.