

KEY INFORMATION DOCUMENT

WHEN USING PEO (JOINT-EMPLOYMENT)



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 [for Employment Business to insert here]

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.

GENERAL INFORMATION

Your name:	Sarah Sample
Name of employment business:	Sample Agency
Name of intermediary or umbrella company:	People PAYE Limited
Your employer:	Sample Agency & People PAYE Limited will jointly employ Sarah Sample
Type of contract you will be engaged under:	Joint Employment contract with defined responsibilities
Who will be responsible for paying you:	People PAYE 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:	People PAYE Limited
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	Sample Agency & People PAYE Limited are connected via joint employment terms, conditions and responsibilities

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1	Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£650.00 (5 days @ £130)
2	Any other deductions from umbrella income (to include amounts or how they are calculated)	None
3	Deductions from intermediary or umbrella income required by law:	None
4	Holiday entitlement and pay:	Holiday is accrued at 12.07%, which equates to a pre-tax gross of £70.01 per week
5	Expected or minimum rate of pay to you:	Weekly gross taxable payment of £650.00
6	Deductions from your wage required by law:	Employees PAYE tax of £76.62 (20% of gross), employees national insurance of £55.92 (12%) & employees pension of £26.50 (5%). Plus any statutory deductions such as student loan.
7	Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	£0.00
8	Any fees for goods or services:	£0.00
9	Additional benefits:	My Wallet Employment Benefits £0.00

EXAMPLE PAY

	Intermediary or umbrella fees	
Example gross rate of pay to intermediary or umbrella company from us:	1	£650.00
Any other deductions or costs taken from intermediary or umbrella income:	2	£0.00
Deductions from intermediary or umbrella income required by law:	2 + 3	£0.00

	Worker fees	
Example rate of pay to you:	5	£650.00
Deductions from your pay required by law:	6	£159.04
Any other deductions or costs taken from your pay:	7	£0.00
Any fees for goods or services:	8	£0.00
Example net take home pay:	The amount you receive	£490.96