

Key Information Document

This document sets out key information about the relationship between us (the agency), you (the worker) and the umbrella company supplying you to complete the work, and includes key details about pay, holiday entitlement and other benefits you will be entitled to.

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:	<i>Enter worker's name</i>
Name of employment business:	<i>Enter agency name</i>
Name of umbrella company:	JSA Services Limited
Your employer:	JSA Services Limited
Type of contract you will be engaged under:	Employment contract
Who will be responsible for paying you:	JSA Services Limited
How often the umbrella company and you will be paid:	<i>Enter pay frequency</i>

UMBRELLA COMPANY PAY INFORMATION

You will be paid by an umbrella company that will employ you to undertake the work. The umbrella company will supply you as its employee, and we will pay the umbrella company a fee for the supply of its employee. The umbrella company will account for its costs and profit margin, it will then calculate your tax and other deductions and pay you for the work undertaken. We will still be finding you assignments.

All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Name of intermediary or umbrella company:	JSA Services Limited
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	<i>Enter minimum pay rate to JSA</i>
Deductions from intermediary or umbrella income required by law:	<ul style="list-style-type: none">- Employers National Insurance;- Apprenticeship Levy;- Employers Pension contributions

	(if applicable)
Any other deductions from umbrella income (to include amounts or how they are calculated)	- Umbrella company's margin (£22 per week)
Expected or minimum rate of pay to you:	Not less than National Minimum Wage
Deductions from your wage required by law:	Statutory deductions only (e.g. Income Tax and National Insurance)
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 and pay:	30 days Holiday Entitlement plus 8 Bank Holidays per year accrued at 17.12% of the expected or minimum rate of pay to you. Either paid to you in addition to your salary (the expected or minimum rate of pay to you noted above) every week, or payable to you as an when you request holiday
Additional benefits:	Market leading employee benefits scheme, including 24/7 access to virtual GP, email prescriptions, wellbeing packages and shopping discounts

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£1,250 per week	
Deductions from intermediary or umbrella income required by law:	£5.47 Apprenticeship Levy £128.22 Employers NIC	
Any other deductions or costs taken from intermediary or umbrella income:	£22 umbrella margin	
Example salary paid to you:		£968.07
Example holiday pay paid to you:		£126.24
Deductions from your pay required by law:		£197.34 Tax £98.17 National Insurance
Any other deductions or costs taken from your pay:		-
Any fees for goods or services:		-
Example net take home pay:		£798.80