

Key Information Document



This document sets out key information about your relationship with us and the intermediary or umbrella company used in the engagement, including details about pay, holiday entitlement and other benefits.

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency 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

Name of worker:	A Candidate
Name of Employment Business:	Practicus Limited
Name of umbrella company (the 'work-seeker'):	Churchill Knight Umbrella
Your employer:	Churchill Knight Umbrella
Type of contract:	Employment Contract
Who will be responsible for paying you:	Churchill Knight Umbrella
How often you will be paid:	Paid when paid by agency but usually weekly
Illustrative pay	£500pd / 5 days pw

Intermediary or Umbrella Company Pay Information

You are being paid through an intermediary or umbrella company: a third-party organisation that will calculate tax and other deductions and then pay you for the work undertaken for the end client.

Practicus will still be finding you assignments. The money earned on your assignments will be transferred to the umbrella company as part of their income and they will then pay you your wage. All the deductions made which affect your wage are listed below.

If you have any queries about this please contact us or the umbrella company.

Name of umbrella company:	Churchill Knight Umbrella
Any business connection between the intermediary or umbrella company, the employment business, and the person responsible for paying you:	No
Expected or minimum gross rate of income transferred to the Umbrella from us:	£2,500pw
Deductions from umbrella income required by law:	*Employers National Insurance – calculated at 13.8% of the gross figure (above the secondary threshold of £175 week) *Apprenticeship Levy - calculated at 0.5% of your gross pay figure *Employer Pension (if opted in)
Any other deductions from umbrella income:	Umbrella margin of £15.00pw
Expected or minimum rate of pay to you:	No less than national minimum wage
Deductions from your wage required by law:	Income Tax & Employees National Insurance Employee pension (if opted in)

	Student loan once notified by student loan company
Any other deductions taken from your wage:	No
Any fees for goods or services:	No
Holiday entitlement and pay:	Holiday pay is calculated at 12.07% of your hourly rate.
Additional benefits:	Same Day Faster Payments, Access to state-of-the-art app and portal (My Digital), free £25 million insurance, Employee Benefits, access to pension and more.

Example Pay

	Umbrella fees	Worker fees
Example gross income paid to umbrella company from us:	£2,500.00	
Deductions from umbrella income required by law:	£278.79 Employer's NI £10.98 App Levy	
Other deductions or costs taken from umbrella income:	£15.00 Admin Margin	
Example rate of pay to you:		£2,195.23
Deductions from your pay required by law:		£636.20 Income Tax £111.57 Employees NI
Any other deductions or costs taken from your pay:		N/A
Fees for goods or services:		N/A
Example net take home pay:		£1,447.46

- The figures in this Key Information Document are for illustration purposes only. For a more tailored quote, please get in contact with us or the umbrella company
- Pension contributions are not included in the Key Information Document illustration.