

# Key Information Document



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.

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

<b>Your Name:</b>	A Candidate
<b>Name of employment business:</b>	Practicus Limited
<b>Name of intermediary or umbrella company:</b>	Giant Professional Limited
<b>Your employer:</b>	Giant Professional Limited
<b>Type of contract you will be engaged under:</b>	Employment Contract
<b>Who is responsible for paying you:</b>	Giant Professional Limited
<b>How often you will be paid:</b>	Paid when paid by agency but usually weekly
<b>Illustrative pay</b>	£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.

<b>Name of intermediary or umbrella company:</b>	Giant Professional Limited
<b>Any business connection between the intermediary or umbrella company, the employment business, and the person responsible for paying you:</b>	No
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	£2500pw
<b>Deductions from umbrella income required by law:</b>	*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)
<b>Any other deductions from umbrella income:</b>	Umbrella margin of £11 per week processed, employee business expenses; optional Giant advantage benefits scheme of £3.75 per week if

	opted in; optional umbrella premium package margin of £39.50 per week if upgraded from the standard £22 margin package
<b>Expected or minimum rate of pay to you:</b>	No less than national minimum wage
<b>Deductions from your wage required by law:</b>	Income Tax & Employees National Insurance Employee pension (if opted in) Student loan once notified by student loan company
<b>Any other deductions or costs taken from your wage:</b>	No
<b>Any fees for goods or services:</b>	No
<b>Holiday entitlement and pay:</b>	28 days per year inclusive of bank holidays
<b>Additional benefits:</b>	No

**Example Pay**

	Weekly Intermediary/ Umbrella Deductions	Weekly Worker Deductions
<b>Example weekly gross pay rate to intermediary/umbrella from us: per week (5 days@ £500 per day)</b>	£2,500 Weekly	
<b>Deductions from intermediary/umbrella income required by law: employer's national insurance apprenticeship levy employer pension contributions</b>	£279 Employer's NI £11 App Levy £0 Employer Pension	
<b>Other deductions from intermediary/umbrella income: intermediary margin non-billable business expenses</b>	£11 Weekly Margin £0 Non-Billable Expenses	
<b>Example rate of pay to you including holiday pay:</b>		£2,199 Weekly
<b>Deductions from your pay required by law: PAYE income tax employee's NI employee's pension contribution student loan repayment</b>		£693 Income Tax £112 Employee NI £0 Employee Pension £0 Student Loan
<b>Any other deductions/costs from your pay:</b>		£0
<b>Non-billable business expenses reimbursed:</b>		£0 Non-Billable Expenses
<b>Fees for goods or services and their frequency:</b>		£0
<b>Example net pay including holiday pay (after all estimated deductions):</b>		<b>£1,394 Weekly</b>

- 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.