

# 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>Your employer:</b>	Parasol
<b>Type of contract:</b>	Employment Contract
<b>Who will be responsible for paying you:</b>	Parasol
<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>	Parasol
<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 intermediary or 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 (to include amounts or how they are calculated):</b>	Umbrella margin of £20.00pw
<b>Expected or minimum rate of pay to you:</b>	No less than national minimum wage
<b>Deductions taken 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>	Your holiday entitlement per annum is 28 days holiday. This will be paid to you with your week pay.
<b>Additional benefits:</b>	See parasol.com

#### Example Pay

	Umbrella company income and deductions	Worker income and deductions
<b>Invoice Value:</b>	£2,500.00 weekly (Excluding VAT)	
<b>Optional Deductions:</b>		
<b>Deductions from Parasol required by law:</b>	£276.26 Employer's NI £10.89 App Levy £15.97 Employer Pension Contribution (AE)	
<b>Other deductions:</b>	£20.00 Margin	
<b>Example of total rate of pay to you:</b>		£2,176.88 Weekly
<b>Deductions from your wage required by law:</b>		£679.74 Income Tax £111.20 Employees NI £15.97 Employee Pension Contribution (AE)
<b>Any other deductions or costs from your wage:</b>		
<b>Example net take home pay (following all estimated deductions, costs and fees);</b>		<b>£1,369.96 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 included in the Key Information Document illustration.