

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 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:	<<Employee Name>>
Name of employment business:	Venn Group
Name of intermediary or umbrella company:	MyPay Limited
Your employer:	MyPay Limited
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	MyPay Limited
How often the umbrella company and you will be paid:	MyPay operates a daily payroll and will pay on cleared funds/ authorisation from agency via FastPay (same day payment).

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:	MyPay Limited
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Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£200 per day
Deductions from intermediary or umbrella income required by law:	<ul style="list-style-type: none"> • Apprenticeship Levy- As a large employer we are required to pay the UK's Apprenticeship Levy. This is 0.5% of your taxable pay. • Employers National Insurance The amount we pay HMRC as your employer for National Insurance. • Employer's pension contribution if applicable
Any other deductions from umbrella income (to include amounts or how they are calculated)	MyPay margin £25 per week (this is calculated from before deductions so effects net pay by £14 for basic rate tax payers and £11.50 for higher rate tax payers).

Expected or minimum rate of pay to you:	Minimum Rate of Pay = The hours you've worked multiplied by National Minimum Wage. (For example: £390.75 for 37.5hrs per week, assuming you are 23 years old and over)
Deductions from your wage required by law:	<ul style="list-style-type: none"> • Employees National Insurance Contribution • Income Tax • Employees' pension contribution if applicable • If relevant – student or postgraduate loan deductions <p>If relevant – earnings attachment orders</p>
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:	Statutory Holiday pay is 20 days and 9 bank holidays. This is paid at 12.55% on a rolled up basis.
Additional benefits:	MyRewards – MyPay’s Employee Benefits Programme (discounts, rewards etc).

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	5 days @ £200 = £1000	
Deductions from intermediary or umbrella income required by law:	Employers NI £96.48 Apprenticeship Levy £4.37	
Any other deductions or costs taken from intermediary or umbrella income:	MyPay margin £25	
Example rate of pay to you:		£874.15
Deductions from your pay required by law:		Tax £126.40 NI £75.86
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£671.89