

# ADVANCE

trust the experts

## Key Information Document 2022

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

<b>Your name:</b>	<b>A Example</b>
<b>Name of employment business:</b>	Venn Group
<b>Name of intermediary or umbrella company:</b>	Advance Contracting Solutions Limited
<b>Your employer:</b>	Advance Contracting Solutions Limited
<b>Type of contract you will be engaged under:</b>	Contract of Employment
<b>Who will be responsible for paying you:</b>	Advance Contracting Solutions Limited
<b>How often the umbrella company and you will be paid:</b>	Weekly
<b>Hours per week / days per week:</b>	5

### INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

The worker is being paid through an intermediary or umbrella company: a third-party organisation that will calculate the worker's tax and other deductions and then pay worker for the work undertaken for the hirer. We will still be finding the worker assignments.

The money earned workers assignments will be transferred to the umbrella company as part of their income. They will then pay worker their wage. All the deductions made which affect workers wage are listed below. If the worker has any queries about these, they can contact us.

Workers payslip may show them as an employee of the umbrella company listed below.

<b>Name of intermediary or umbrella company:</b>	Advance Contracting Solutions Limited
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	The Employment Business (Square One Resources Limited) and the umbrella company are not connected. The umbrella company is independent to Square One Resources Limited. A contract for services will be in place between Square One Resources Limited and the umbrella company.
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	£1,000.00
<b>Deductions from intermediary or umbrella income required by law:</b>	•Employer's NI; Apprenticeship Levy; Employer's pension contributions* Holiday pay accrual
<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	Umbrella Margin
<b>Expected or minimum rate of pay to you:</b>	No less than National Minimum Wage
<b>Deductions from workers wage required by law:</b>	PAYE Income tax; Employee's NI; Employee's pension contribution*
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated):</b>	If relevant – student or postgraduate loan deductions or attachment of earnings orders
<b>Any fees for goods or services:</b>	n/a
<b>Holiday entitlement and pay:</b>	20 days plus bank holidays per year
<b>Additional benefits:</b>	Reimbursable mileage, subject to you not being subject to Supervision, Direction or Control, SDC

**EXAMPLE PAY**

	<b>Umbrella fees</b>	<b>Worker fees</b>
<b>Example gross rate of pay to intermediary or umbrella company from us:</b>	£200.00	
<b>Deductions from intermediary or umbrella income required by law:</b>		
<b>Employee's Pension</b>	£36.43	
<b>Employee's NI</b>	£87.27	
<b>Student Loan Deductions</b>	£0.00	
<b>PAYE Tax</b>	£114.00	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	Margin	
<b>Example rate of pay to you:</b>		£47.50
<b>Deductions from your pay required by law:</b>		PAYE income tax Employee's NI Employee's pension contribution*
<b>Any other deductions or costs taken from your pay:</b>		n/a
<b>Any fees for goods or services:</b>		n/a
<b>Example net take home pay:</b>		£610.91