

Key Information Document – Umbrella Company



This document sets out key information about your relationship with us and the umbrella company or other intermediary 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

Name of employment business:	Involve Recruitment Group
Name of intermediary or umbrella company:	Rise Contracting Services Ltd
Your employer:	Rise Contracting Services Ltd
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you?	Rise Contracting Services Ltd
How often the umbrella company and you will be paid:	Weekly in arrears

Umbrella company or other intermediary pay information

You are being employed by an umbrella company or other intermediary: 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 or other intermediary 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 or other intermediary listed below.

Name of umbrella company or other intermediary:	Rise Contracting Services Ltd
Any business connection between the umbrella company or other intermediary, the employment business and the person responsible for paying you:	None
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	The total hours multiplied by the agreed assignment rate
Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:	Employers' national insurance contributions Apprenticeship levy Employers pension contributions (If applicable) Holiday pay included in the gross amount
Any other deductions that we will make to the gross amount paid to the umbrella or other intermediary's income:	Company margin fee
Expected or minimum rate of pay to you from the umbrella or other intermediary:	The NMW rates of the current tax year

Deductions from your wage required by law:	Income Tax Employee national insurance contributions Student/Post graduate loans (if applicable) Pension Contributions (if applicable)
Any other deductions or costs taken from your wage:	None
Any fees for goods or services:	Could be one off deductions, if the agency covers training costs or new certification cards etc
Holiday entitlement and pay:	For every hour worked - 12.07% of the NMW, (equivalent to 28 days paid holiday per year) will be withheld from the gross assignment amount and paid at a later request. It can also be released each week with the wages leaving no holiday accrued.

Example pay breakdown

	Umbrella or other intermediary fees
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	£680 (40 hours @ £17p/h)
Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:	Employers' NIC - £65.55 Apprenticeship levy - £2.66
Any other deductions that we will make to the gross amount paid to the umbrella or other intermediary's income:	Retained holiday pay - £58.80 Company margin - £20
Gross pay to employee (after company costs) <i>*Rounded to 2d.p</i>	£532.99 (40 hours @ £13.32*p/h)
Deductions from your pay required by law:	Income tax - £58.20 National insurance - £23.28
Any other deductions or costs taken from your pay:	Not applicable
Any fees for goods or services:	Not applicable
Example net take home pay:	£451.51

Conduct Regulations opt out

If you are supplied via an umbrella company or other intermediary, then both parties can opt out of being covered by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Conduct Regulations). The opt out must be given in writing to the employment business by both the umbrella or other intermediary and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.

Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations.

This document is for information only and does not qualify as an agreement for opting out of the Conduct Regulations. If you do wish to opt out, this can be done by completing the Conduct Regulations Opt Out Agreement on our website: www.risecs.co.uk