

KEY INFORMATION DOCUMENT – CARRINGTON UMBRELLA LTD

This document sets out key information about your relationship with us, the agency and end client used in your engagement, including details about pay, holiday entitlement and other benefits.

Further information can be found in your contract of employment and assignment schedule with us.

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.

You are being paid through an 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.

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. At the bottom you will find a representative example of weekly salary with all relevant deduction. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

GENERAL INFORMATION

Your name:	Contractor name
Name of employment business:	Carrington Umbrella Limited.
Name of agency:	Agency name
Your of hirer:	End client
Type of contract you will be engaged under:	Employment Contract
Who will be responsible for paying you:	Carrington Umbrella Ltd
How often the umbrella company and you will be paid:	Weekly or monthly
Any business connection between the umbrella company, the employment business and the person responsible for paying you:	None
The rate of pay (or minimum gross rate of pay) agency expect to transfer to us (a)	£100 per day
Deductions from umbrella income required by law:	<ul style="list-style-type: none"> • Apprenticeship Levy- some employers are required to pay the UK's Apprenticeship Levy. • Employers National Insurance (NIERS)- The amount umbrella pays HMRC as your employer for National Insurance. Company • Employer's pension contribution NEST as default pension. • Holiday fund – 12.07% of your gross pay will be held in your holiday fund
Any other deductions from umbrella income (to include amounts or how they are calculated)	<ul style="list-style-type: none"> • Margin of £15 per week for Carrington deducted from gross
Minimum rate of pay to you:	Minimum Rate of Pay = The hours you've worked multiplied by National Minimum Wage. (For example: £348.80 for 40 hrs per week, assuming you are 25 years old and over)
Deductions from your wage required by law:	<ul style="list-style-type: none"> • Employees National Insurance Contribution • Income Tax

	<ul style="list-style-type: none"> Employee's Pension Contributions – 5% of gross salary between £120 and 962 per week
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	<ul style="list-style-type: none"> If relevant - student Loan If relevant – student or postgraduate loan deductions If relevant – earnings attachment orders
Any fees for goods or services:	£7.50 per month fee for salary sacrifice pension option
Holiday entitlement and pay:	28 days including Bank Holidays- it is paid at 12.07% on a rolled-up basis by default and does not need to be requested by you. If you wish for it to be accrued, that can be arranged.
Additional benefits:	None
Any Opt -out agreements under Regulation 32	None-This is a decision for you to make

EXAMPLE PAY

	Umbrella fees	Worker fees
Example gross rate of pay to us by agency:	£100/day (£500 per week of 5 working days)	
Deductions from our income required by law:	NI ERS £36.88 Holiday pay £48.47 Pension ERS £9.49 Apprenticeship Levy £2.38	
Any other deductions or costs taken from intermediary or umbrella income:	Carrington Margin £15.00	
Example rate of pay to you:		Basic pay (40 hrs) £348.80
Gross pay including rolled-up holiday pay		Profit related pay £38.98
		Holiday pay £48.47
Deductions from your pay required by law:		Income tax £39.00
		NI EES £30.39
		Pension EES £12.66
Any other deductions or costs taken from your pay:		£0.00
Any fees for goods or services:		£0.00
Example net take home pay:		£354.20