Key Information Document (Umbrella)

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:	
Name of employment business:	MedicsPro Limited
Name of intermediary or umbrella company:	Exceed Umbrella Limited
Your employer:	Exceed Umbrella Limited
Type of contract you will be engaged under:	Employment Contract
Who will be responsible for paying you:	Exceed Umbrella Limited
How often the umbrella company and you will be paid:	Weekly

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. 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.

Name of intermediary or umbrella company:	Exceed Umbrella Limited
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:	Appropriate Minimum Wage (including holiday pay) plus employment costs and margin
Deductions from intermediary or umbrella income required by law:	Employment costs Employers NI, Employers Pension, Apprenticeship Levy Employment Deductions Employees NI, PAYE, Student and Postgraduate Loans, Court Orders
Any other deductions from umbrella income (to include amounts or how they are calculated):	Margin £10 (where invoice value is below £200) else £21 per invoice week
Expected or minimum rate of pay to you:	Appropriate Minimum Wage
Deductions from your wage required by law:	Employment Deductions Employees NI, PAYE, Student and Postgraduate Loan, Court Orders
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	Any identified and notified overpayments/advances. Net pay already received in the same tax period
Any fees for goods or services:	None
Holiday entitlement and pay:	28 days holiday per annum. Opted for this to be advanced rather than paid when taken.
Additional benefits:	Contractor Rewards

Example Pay

	Umbrella Fees	Worker Fees
Example gross rate of pay to intermediary or umbrella company from us:	Company Income £562.50 Based on 37.50 hours each week. See assignment schedule for further details.	
Deductions from intermediary or umbrella income required by law:	Employers NI Employers Pension Apprenticeship Levy £42.82 £10.96 £2.43	
Any other deductions or costs taken from intermediary or umbrella income:	Margin £21.00	

Example rate of pay to you:		Basic Pay * Holiday Pay Additional Pay * 37.50 hrs @ Min Wage
Deductions from your pay required by law:		PAYE Employee's NI Employee's Pension Student Loan Postgraduate Loan Court Orders £48.60 £29.20 £14.61 £0.00 £0.00 £0.00
Any other deductions or costs taken from your pay:		Any identified and notified advances and overpayments. Net pay already received in the same tax period.
Any fees for goods or service:		None
Example take home pay:		Net Salary £392.88