



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:	
Name of intermediary or umbrella company:	Well Pay Group Ltd
Your employer:	Well Pay Group Ltd
Type of contract you will be engaged under:	
Who will be responsible for paying you:	Well Pay Group Ltd
How often the umbrella company and you will be paid:	

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:	Well Pay Group Ltd
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	N/A
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	
Deductions from intermediary or umbrella income required by law:	Income tax and National Insurance Employer's National Insurance (NI-Ers) Apprenticeship levy Employees' pension Holiday Pay @ 12.07% (accrued and paid upon request *if applicable*)
Any other deductions from umbrella income (to include amounts or how they are calculated):	Umbrella fee
Expected or minimum rate of pay to you:	£15 Per Hour for 37.5 hours Gross pay
Deductions from your wage required by law:	Income tax National Insurance Employer's National Insurance (NI-Ers) Apprenticeship levy
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	N/A
Any fees for goods or services:	Umbrella Admin Fee = £20
Holiday entitlement and pay:	28 days per annum pro rata based on time accrued at 12.07%
Additional benefits:	N/A

Example Pay

	Umbrella Fees	Worker Fees
Example gross rate of pay to intermediary or umbrella company from us:	37.5 hrs @ £18.88 p/hr = £708 Per Week	
Deductions from intermediary or umbrella income required by law:	£67.10 Employer NIC	
Any other deductions or costs taken from intermediary or umbrella income:	£66.63 Provision for Holiday Pay -£20 Umbrella Margin	
Example rate of pay to you:		£554.27 Per Week £66.63 Paid Leave Advance

£75.83 Income Tax
-£57.09 Employee`s NIC

Deductions from your pay required by law:

Any other deductions or costs taken from your pay:

Any fees for goods or service:

Example take home pay:

£487.97 Per Week