



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. This is a generalised example of how an umbrella company would pay you. We have a panel of umbrella companies that we use and you should request an example Key Information Document for any specific umbrella company you wish to engage with from us or contact the umbrella company directly.

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:	Sensible Staffing Ltd
Your employer:	The umbrella company you engage with
Type of contract you will be engaged under:	Usually a contract for Services or Employment Contract
Who will be responsible for paying you:	The umbrella company
How often the umbrella company and you will be paid:	Weekly

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. These figures are estimated based on a 37.5 hour week using an hourly rate of £12.

Name of umbrella company or other intermediary:	The umbrella company you engage with
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:	£450.00
Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:	None

Any other deductions that we will make to the gross amount paid to the umbrella or other intermediary's income:	None
Expected or minimum rate of pay to you from the umbrella or other intermediary:	£450
Deductions from your wage required by law:	PAYE tax, employee NI contributions, employee pension contributions (i.e. auto enrolment if applicable), Apprenticeship Levy (if applicable) and student loan (if applicable).
Any other deductions or costs taken from your wage:	None
Any fees for goods or services:	Umbrella Company Fees
Holiday entitlement and pay:	At least Statutory minimum annual leave entitlement of 5.6 weeks/28 days (pro-rated accordingly).
Additional benefits:	Any collective facilities provided by a hirer on day one of an assignment under the Agency Workers Regulations 2010

Example pay

This is a generalised example of what the umbrella company will pay to you when they have received money from us. These figures are estimated based on a 37.5 hour week using an hourly rate of £12 paid by us to the Umbrella Company. It also uses an example umbrella fee of £20 per week.

	Umbrella or other intermediary fees	Worker fees
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	£450.00	
Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:	None	
Any other deductions that we will make to the gross amount paid to the umbrella or other intermediary's income:	None	
Example rate of pay to you from the umbrella or other intermediary:		£450.00
Deductions from your pay required by law:		Income tax: £41.92 National Ins: £32.08 Pension: £22.50
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		Umbrella Fee: £20.00
Example net take home pay:		£333.50