

Key Information Document

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:

Name of employment business:	Oliver James Associates
Name of umbrella company:	Parasol
Your employer:	Parasol
Type of contract you will be engaged under:	Employment Contract
Who will be responsible for paying you:	Parasol
How often the umbrella company and you will be paid:	Weekly

Intermediary or Umbrella Company Information:

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. 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. At the bottom you will find a representative example of weekly salary with all relevant deduction. If you have any queries about these please contact us.

Your payslip may show you as an employee of the umbrella company listed below.

Name of umbrella company:	Parasol
Any business connection between the umbrella company, the employment business and the person responsible for paying you:	The employment business and Oliver James are not connected. Parasol is independent to Oliver James. A contract for services will be in place between Parasol and Oliver James.
Minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£150.00 daily (exclusive of VAT)
Deductions from umbrella income required by law:	Employer's National Insurance calculated at 13.8% of the gross pay figure (above the secondary threshold of £175 per week) The apprenticeship levy is calculated at 0.5% of your gross pay figure. Auto-enrolment employers' pension contributions at 4% of the national living wage.
Any other deductions from umbrella income (to include amounts or how they are calculated)	The margin retained by Parasol is £20.00 per week
Minimum rate of pay to you:	£10.42 per hour
Deductions from your wage required by law:	Income tax calculated at 20%/40%/45% above the personal allowance of £242 per week. Your personal allowance will reduce if your gross pay will exceed £100,000 per year.

	<p>Employees NI is calculated at 12% above the primary threshold of £242 per week up to the upper earnings limit of £967 per week, and 2% thereafter.</p> <p>Employee's pension contribution is calculated at 4% net (5% gross) of the national living wage for the hours worked.</p>
Any other deductions or costs taken from your wage (to include amounts or how they are calculated:	
Any fees for goods or services:	
Holiday entitlement and pay:	<p>Your holiday entitlement per annum is: 28 days holiday.</p> <p>Your holiday pay is included in the rate that is paid to Parasol by Oliver James. This will be paid to you with your weekly pay.</p>
Additional benefits:	
Any Opt -out agreements under Regulation 32	You will be opting out of the Conduct of Employment Agencies and Employment Businesses regulations

Example pay:

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to umbrella company from us:	£750.00 weekly (£150.00 per day) (excluding VAT)	
Deductions from intermediary or umbrella income required by law:	£64.79 Employer's NI £3.23 Apprenticeship Levy £17.52 Employer Pension Contribution (AE)	
Any other deductions or costs taken from intermediary or umbrella income:	£20.00 Margin	
Example rate of pay to you:		£575.07 Weekly Basic Pay £69.40 Holiday Pay <hr/> £644.47 weekly
Deductions from your pay required by law:		£77.01 Income tax £48.33 Employees NI £17.52 Employee Pension Contribution (AE)
Any other deductions or costs taken from your pay:		
Any fees for goods or services:		
Example net take home pay:		£501.62 weekly

