



Key Information Document 2021/2022 – Temporary assignments via an umbrella company

This document sets out key information about your relationship with Gleeson Recruitment Limited, including details about pay, holiday entitlement and other benefits.

The information in this document is based on working via an umbrella company. The details will differ if you choose to work via another payment method such as PAYE.

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can speak to them directly on 020 7215 5000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

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| Contract type: | Contract for Services |
| Name of the umbrella company: | <i>To be confirmed.</i> |
| Employment Business: | Gleeson Recruitment Limited |
| Your employer: | The umbrella company named above |
| Who will be responsible for paying you: | The umbrella company named above |
| How often you will be paid: | We will pay the umbrella company based on the timely submission and approval of timesheets. This is usually weekly or monthly. The frequency of payments from the umbrella company to you will be agreed between yourselves. |

Umbrella Company – Pay 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. We will still be finding you assignments and liaising with the client/hirer. The money earned on your assignments will be transferred to the umbrella company as part of their income. They will then pay your wage to you. All the deductions made which may 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:

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| Any business connection between the umbrella company, the employment business and the company responsible for paying you: | None (e.g. no shared Owners or Directors) |
| Expected or minimum gross rate of pay transferred to the Umbrella from us: | Gleeson Recruitment Limited will pay the umbrella company at the agreed rates, which will never be lower than the National Minimum Wage. Please consult your agreement with the umbrella company for details of the rate of pay you should expect to receive. |
| Deductions from the Umbrella income required by law: | Employer's NI, Pension and Apprenticeship Levy |
| Any other deductions from the umbrella income (to include amounts or how they are calculated): | Gleeson Recruitment Limited will not make any other deductions. The umbrella company may charge a processing/administration fee, usually per timesheet or processing period. This will vary depending on the chosen umbrella company and could be a flat fee or percentage based. |





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| Expected or minimum rate of pay to you: | This should be in line with the National Minimum Wage. ¹ |
| Deductions from your wage required by law: | Income Tax, National Insurance, Pension and Student Loans ² |
| Any other deductions or costs taken from your wage: | None (unless otherwise agreed between yourself and the umbrella company) |
| Any fees for goods or services: | None (unless otherwise agreed between yourself and the umbrella company) |
| Holiday entitlement and pay: | Minimum of the equivalent of least 5.6 weeks of holiday per year. ³ |
| Additional benefits: | None (unless otherwise agreed between yourself and the umbrella company) |

Umbrella Company – Pay Example⁴

| | Umbrella company fees | Worker fees |
|---|---|---|
| Example gross rate of pay to the umbrella company from us: | £575 | n/a |
| Deductions from the umbrella income required by law: | Employer's NI: £43.55 Apprenticeship Levy: £2.43 Auto enrolment pension: £14.98 | n/a |
| Any other deductions or costs taken from the umbrella income: | £28.50 (umbrella processing fee) | n/a |
| Accrued holiday pay: | n/a | £52.29 |
| Example rate of pay to you: | n/a | £433.26 |
| Deductions from your pay required by law: | n/a | Income Tax: £35.27 Employee NI: £29.91 |
| Any other deductions or costs taken from your pay: | n/a | Employee pension contribution: £14.98 |
| Any fees for goods or services: | n/a | £0 |
| Example net take home pay: | n/a | £353.09 |

Queries?

This document is provided in accordance with UK Government legislation. If you have any queries relating to the information above please contact your Recruiter, or our Accounts team at accounts@workwithglee.com.

¹ Where eligible you should receive at least the National Minimum Wage (NMW). From April 2021 this is £8.91 per hour for those over 23 years old. There are some exceptions such as the self-employed, those who have accommodation provided (e.g. Au pairs) and some work experience roles. For further guidance see <https://www.gov.uk/national-minimum-wage/who-gets-the-minimum-wage>

² A Student Loan deduction would only be made if applicable to you and the amount of the deduction is determined by your earnings and the 'Plan Type' of the student loan.

³ This is the minimum amount and your entitlement may be higher depending on your actual assignment. Further information on holiday entitlements can be found at <https://www.gov.uk/holiday-entitlement-rights/holiday-pay-the-basics>

⁴ This is an illustration only based on these assumptions. Your actual pay and deductions will depend on the rates applicable to you.

- the standard tax code for the 2021/22 tax year of 1257L is applied
- 28 days accrued holiday (including bank holidays)
- 7.5 working hours per day, 5 working days per week
- auto enrolment pension employee contribution at 5% on qualifying earnings and employer's contribution at 3%

