



Key Information Document for Workers Umbrella Workers

Conduct Of Employment Agencies Act

1st April, 2020

Helping Hand Recruitment Limited

46 Causeway Head

Penzance

Cornwall TR18 2SS

01736 335900

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.

Further information can be found at

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/865808/key-information-document-for-agency-workers-business-employer-guidance.pdf

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:	YOUR NAME
Address inc Postcode	YOUR ADDRESS
Email Address	YOURNAME@EMAIL ADDRESS
Telephone Number	000000000000
Name of employment business:	HELPING HAND RECRUITMENT LTD
Name of intermediary or umbrella company:	YOUR CHOSEN UMBRELLA CO
Your employer: (UMBRELLA COMPANY)	YOUR CHOSEN UMBRELLA CO
Type of contract you will be engaged under: COPY ATTACHED	CONTRACT FOR SERVICES
Who will be responsible for paying you:	YOUR CHOSEN UMBRELLA CO
How often the umbrella company and you will be paid:	Weekly in Arrears

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.

Name of intermediary or umbrella company:	YOUR CHOSEN UMBRELLA CO
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:	£11.10 PER HOUR
Deductions from intermediary or umbrella income required by law:	NONE
Any other deductions from umbrella income (to include amounts or how they are calculated)	NONE

Expected or minimum rate of pay to you:	£11.10
Deductions from your wage required by law:	TAX/ STUDENT LOANS
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	TO BE ADVISED
Any fees for goods or services:	SERVICE CHARGE OF
Holiday entitlement and pay:	AS PER YOUR AGREEMENT
Additional benefits:	AS PER YOUR AGREEMENT

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£348.10	
Deductions from intermediary or umbrella income required by law:	NONE	
Any other deductions or costs taken from intermediary or umbrella income:	NONE	
Example rate of pay to you:		£348.10
Deductions from your pay required by law:		TAX
Any other deductions or costs taken from your pay:		NONE
Any fees for goods or services:		FEE FROM UMBRELLA CO
Example net take home pay:		£300.00

Signed

Name

Dated