

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

Your name:	
Name of employment business:	
Name of intermediary or umbrella company:	ePayMe
Your employer:	ePayMe
Type of contract you will be engaged under:	AWR Contract of Employment
Who will be responsible for paying you:	ePayMe
How often the umbrella company and you will be paid:	Weekly

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:	ePayMe
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	No
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£150.00
Deductions from intermediary or umbrella income required by law:	Employers National Insurance Apprenticeship Levy Employers Pension (Where applicable) Holiday Pay Provisions @ 12.07% of basic pay

Any other deductions from umbrella income (to include amounts or how they are calculated)	Umbrella Margin
Expected or minimum rate of pay to you:	£150.00 per day
Deductions from your wage required by law:	Employers NI Apprenticeship Levy
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	
Any fees for goods or services:	£30.00 per week margin
Holiday entitlement and pay:	12.07% of basic pay
Additional benefits:	Free Rewards scheme in association with our pension partner - Smart Pension Employee Portal, AdvanceMe Service, Exclusive discounts at thousands of retail outlets, preferential rates on gas & electricity bills, up to 40% off cinema tickets, 18% off health and gym memberships and up to 54% off electrical and computing equipment

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	5 days @ £150.00 per day - £750.00	
Deductions from intermediary or umbrella income required by law:	£65.69 Employers NI £3.26 Apprenticeship Levy	
Any other deductions or costs taken from intermediary or umbrella income:	£30.00 per week margin	
Example rate of pay to you:		£651.05 (Inclusive of holiday pay)
Deductions from your pay required by law:		£81.80 tax £40.90 Employee's NI
Any other deductions or costs taken from your pay:		
Any fees for goods or services:		£30.00 per week margin
Example net take home pay:		£528.35