

KEY INFORMATION DOCUMENT

Umbrella Company

This document sets out key information about your relationship with us, 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 via:

Web site: <https://www.gov.uk/government/organisations/employment-agency-standards-inspectorate>

Phone: 0207 215 5000

Email: eas@beis.gov.uk

General information about the parties	
Name of employment business	Anderselite Limited ("Anderselite")
Contact Number	02380 223 511
Opening Hours	Monday to Friday (08:30 – 17.30)
Useful email addresses	Contact Us - contactus@anderselite.com Contractor Care - contractorcare@anderselite.com
Anderselite Head Office Address	Enterprise House Ocean Village Southampton SO14 3XB

About this document

- This document has been prepared to ensure that individuals are provided with a Key Facts document before agreeing to the terms and conditions under which they will undertake work.

Your Status

You will be an employee of the Umbrella company under a Contract of Employment. Anderselite have a PSL (Preferred Supplier List) in place for Umbrella Limited companies which can be viewed on our Parent Company (Morson Group) website: <https://www.morson.com/about/approved-suppliers/approved-suppliers-uk>.

Under this arrangement Anderselite will pay the Umbrella (your Employer) a payment inclusive of all Employment Costs and any applicable Umbrella margin. Under this arrangement the Umbrella will be responsible for paying you.

As an Employee of the Umbrella Company you will have many rights and obligations as laid out in your Contract of Employment.

You are being paid through an Umbrella Company: a third-party organization that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. Anderselite will 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 your chosen umbrella provider.

Your payslip will show you as an employee of the Umbrella Company.

More information can be found in your Contract of Employment from the Umbrella.

Pay and Benefits	
Payment Intervals:	Depending on the particular assignment you are working on you may be paid weekly, monthly or fortnightly
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	No less than National Minimum Wage
Deductions from intermediary or umbrella income required by law:	Employers National Insurance contributions Employers auto enrolment pension contributions
Any other deductions from umbrella income (to include amounts or how they are calculated):	Margin/admin fee
Deduction from your pay PAYE (Tax):	This is the income tax paid to HMRC for you via Pay As You Earn. This is closely linked to your Tax Code and associated Tax-Free Allowance
Deductions from your pay National Insurance:	National Insurance is a tax in the United Kingdom paid by workers and employers for funding state benefits
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:	28 days per annum holiday entitlement under working time regulations
Additional Benefits:	

Example of Pay		
	Intermediary or Umbrella Income	Worker Income
Example gross rate of pay to intermediary or umbrella company from us:	£600 Weekly	
Deductions from intermediary or umbrella income required by law:	£51 Employers HMRC deductions £12 Employers Pension Contribution £56 Holiday pay retained	
Any other deductions or costs taken from intermediary or umbrella income:	£21 Margin Weekly	
Example rate of pay to you:		£460 Gross Weekly
Deductions from your pay required by law:		£44 Income Tax £35 Employees NI
Any other deductions or costs taken from your pay:		£14 Employee Pension

Any fees for goods or services:		
Example net take home pay:		£367 Weekly Plus £56 Holiday Pay Retained

The above example of pay is for illustration purposes only. The exact position will depend on individual decisions concerning pension deductions and may vary slightly for workers under devolved income tax systems.