

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: www.advance.online/umbrella-company or by calling 01244 564 564.

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:	Advance Contracting Solutions Limited
Name of employment business:	Scantec Personnel Ltd
Name of umbrella company:	Advance Contracting Solutions Limited
Your employer:	Advance Contracting Solutions Limited
Type of contract you will be engaged under:	Employment Contract
Who will be responsible for paying you:	Advance Contracting Solutions Limited
How often the umbrella company and you will be paid:	Weekly

INTERMEDIARY OR 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 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 umbrella company:	Advance Contracting Solutions Limited
Any business connection between the umbrella company, the employment business and the person responsible for paying you:	None
Minimum gross rate of pay transferred to the intermediary or umbrella company from us:	No less than National Minimum Wage.
Deductions from umbrella income required by law:	<ul style="list-style-type: none"> • Employer's National Insurance • Apprenticeship Levy • Employer's pension contributions • Holiday pay provision

Any other deductions from umbrella income (to include amounts or how they are calculated)	<ul style="list-style-type: none"> • Umbrella Margin • Mileage Expenses • Subsistence Expenses
Minimum rate of pay to you:	No less than National Minimum Wage
Deductions from your wage required by law:	<ul style="list-style-type: none"> • PAYE Income tax • Employee's NI • Employee's pension contribution
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	<ul style="list-style-type: none"> • If relevant: student or postgraduate loan deductions, and/or attachment of earning orders
Any fees for goods or services:	N/A
Holiday entitlement and pay:	28 days per year inclusive of bank holidays at 12.07% of gross pay
Additional benefits:	Reimbursable expenses, subject to you not being subject to Supervision, Direction or Control (SDC)

EXAMPLE PAY (with expenses and rolled up holiday pay):

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to umbrella company from us:	<i>£720 (40 hours at a contracting rate of £18.00 per hour)</i>	
Deductions from intermediary or umbrella income required by law: <ul style="list-style-type: none"> - Employers NI - Apprenticeship levy - Employers Pension - Holiday Pay Provision 	£44.92 £2.47 £11.23 £53.25	
Any other deductions or costs taken from intermediary or umbrella income: <ul style="list-style-type: none"> - Umbrella Margin - Mileage Expenses - Subsistence Expenses 	£26.90 £90.00 £50.00	
Rolled up holiday pay:		£53.25
Example rate of pay to you:		£494.48
Deductions from your pay required by law: <ul style="list-style-type: none"> - PAYE income tax - Employee's NI - Employee's pension contribution 		£47.00 £37.37 £18.72
Any other deductions or costs taken from your pay:		

Any fees for goods or services:		
Example net take home pay:		
- Net Pay		£391.39
- Net Payment (including reimbursed expenses)		£531.39