

Key Information Document

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 on 020 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Your name:	Example Employee
Name of employment business:	Orion Group
Your employer:	Parasol
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Parasol
How often will you 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. Orion Group 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 will show you as an employee of the umbrella company listed overleaf.

Name of intermediary or umbrella company:	Parasol
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	The employment business and Orion Group are not connected. Parasol is independent to Orion Group. A contract for services will be in place between Parasol and Orion Group
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£250.00 daily (exclusive of VAT)
Deductions from intermediary or umbrella income required by law:	Employer's National Insurance calculated at 13.8% of the gross pay figure (above the secondary threshold of £175 per week) The apprenticeship levy is calculated at 0.5% of your gross pay figure. Auto-enrolment employers' pension contributions at 4% of the national living wage.
Any other deductions from umbrella income (to include amounts or how they are calculated):	The margin retained by Parasol is £28.50 per week
The minimum rate of pay that you will receive will be:	£9.50 per hour
Deductions from your wage require by law:	Income tax calculated at 20%/40%/45% above the personal allowance of £242 per week. Your personal allowance will reduce if your gross pay will exceed £100,000 per year. Employees NI is calculated at 12% above the primary threshold of £242 per week up to the upper earnings limit of £967 per week, and 2% thereafter. Employee's pension contribution is calculated at 4% net (5% gross) of the national living wage for the hours worked.
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	
Holiday entitlement and pay:	Your holiday entitlement per annum is: 28 days holiday. Your holiday pay is included in the rate that is paid to Parasol by Orion Group . This will be paid to you with your weekly pay.
Any opt out agreement under regulation 32 of the Conduct of Employment Agencies and Employment Businesses 2003 regulations:	You will be opting out of the Conduct of Employment Agencies and Employment Businesses regulations
Additional benefits:	

Example Pay

	Umbrella company income and deductions	Worker income and deductions
Invoice Value:	£1,250.00 weekly (excluding VAT)	
Optional Deductions:		
Deductions from Parasol required by law:	£124.31 Employer's NI £5.38 Apprenticeship Levy £15.97 Employer Pension Contribution (AE)	
Other Deductions:	£28.50 Margin	
Breakdown of total rate of pay to you:		£959.97 Weekly Basic Pay £115.86 Holiday Pay
Example of total rate of pay to you:		£1,075.83 weekly
Deductions from your wage required by law:		£188.57 Income tax £89.18 Employees NI £15.97 Employee Pension Contribution (AE)
Any other deductions or costs from your wage:		
Example net take home pay (following all estimated deductions, costs and fees):		£782.11 weekly