



EXPERT SERVICES
FOR THE RECRUITMENT INDUSTRY

ORION ENGINEERING - John Doe

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.

GENERAL INFORMATION

Your name:	John Doe
Name of employment business:	ORION ENGINEERING
Name of intermediary or umbrella company:	JMK BUSINESS SOLUTIONS LIMITED T/A JMK Group UK
Your employer:	JMK BUSINESS SOLUTIONS LIMITED T/A JMK Group UK
Type of contract you will be engaged under:	Overarching Contract of Employment
Who will be responsible for paying you:	JMK BUSINESS SOLUTIONS LIMITED T/A JMK Group UK
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:	JMK BUSINESS SOLUTIONS LIMITED T/A JMK Group UK
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	The employment business has a relationship with the intermediary or umbrella company for the supply of employed umbrella workers.
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£15.00
Deductions from intermediary or umbrella income required by law:	Employers NI (13.8%) Employers Pension Contribution (3.0%) Apprenticeship Levy (0.5%)
Any other deductions from umbrella income (to include amounts or how they are calculated)	Margin - £18.00
Expected or minimum rate of pay to you:	National Minimum Wage + Holiday Pay £10.42 NMW + £1.26 Holiday Pay

Deductions from your wage required by law:	Income Tax (0% for earnings up to £12,570.00, 20% for earnings between £12,570.00 and £50,270.00, 40% for earnings between £50,270.00 and £150,000.00, 45% for earnings above £150,000.00) Employee National Insurance((12.00%)) Employee Pension (5.0%)
Any other deductions or costs taken from your wage (to include amounts or how they are calculated:	None
Any fees for goods or services:	None
Holiday entitlement and pay:	Calculated at 12.08% for each hour worked.
Additional benefits:	Continuity of employment, statutory payments for holiday, sick leave, maternity/paternity leave

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£562.50 (37.5 Hours @ £15.00 P/H)	
Deductions from intermediary or umbrella income required by law:	£43.14 - Employer NI £11.03 - Employer Pension £2.72 - Apprenticeship Levy	
Any other deductions or costs taken from intermediary or umbrella income:	£18.00 - Margin	
Example rate of pay to you:		£487.61
Deductions from your pay required by law:		£49.00 - Income Tax £29.47 - Employee NI £14.70 - Employee Pension
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£394.44

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.



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