

# 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:	<input type="text"/>
Name of employment business:	Allen Lane Ltd
Name of intermediary or umbrella company:	Parasol Ltd
Your employer:	Parasol Ltd
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Parasol Ltd
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 overleaf.

Name of intermediary or umbrella company:	Parasol Ltd.
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	The employment business and Parasol are not connected. Parasol is independent to Allen Lane. A contract for services will be in place between Parasol and Allen Lane.
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£500 per day to Parasol
Deductions from intermediary or umbrella income required by law:	Employers National Insurance calculated at 13.8% of the gross pay figure (above the secondary threshold of £166 per week). Apprentice Levy is calculated at 0.5% of the gross pay figure.
Any other deductions from umbrella income (to include amounts or how they are calculated):	The margin retained by Parasol is £17.00 Voluntary contributions into a private pension scheme.
Expected or minimum rate of pay to you:	No less than the national minimum wage.
Deductions from your wage required by law:	Income tax calculated at 20%/40%/45% above the personal allowance of £12,500. Employees NI calculated at 12% up to £50,000 and 2% thereafter.
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: 28.00 days Your holiday pay is included in the rate that is paid to Parasol by Allen Lane This will be paid to you with your weekly pay.
Any opt out agreement under regulation 32 of conduct regulations:	You are opted out of regulation 32 of conduct regulations.
Additional benefits:	

## Example Pay

	Intermediaries or umbrella income & fees:	Worker income & fees:
Example gross rate of pay to intermediary or umbrella company from us:	£2,500.00 Weekly	
Deductions from Parasol required by law:	£279.28 Employer's NI £10.97 Apprenticeship Levy	
Other deductions:	£17.00 Parasol Margin	
Accrued Holiday:		
Example of total rate of pay to you:		£1,956.61 Weekly Pay £236.14 Holiday Pay Total: £2,192.75
Deductions from your pay required by law:		£690.58 Income Tax £118.09 Employees NI
Any other fees, deductions or costs from your wage:		
Any fees for goods or services:		
Example net take home pay:		£1,384.09 Weekly