

Key Information Document

This document sets out key information about your relationship with us, the umbrella company used in your engagement, including details about pay, holiday entitlement and other benefits.

Further information can be found at <https://www.thesterlinggroup.co.uk/services/umbrella>

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

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.


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 see attached payslip example and breakdown.

DESCRIPTION OF SERVICES

For agencies employing a contractor on a temporary basis, there are certain employment responsibilities. By outsourcing labour from Sterling, the liabilities and administration of PAYE, holiday pay, sick pay, pension, and apprenticeship levy are undertaken by Sterling, removing the burden from the agency. Also, as the contractor is a Sterling employee, the Human Resources and Health & Safety departments will assume responsibility of these areas, safeguarding their welfare.

RIGHTS TO CANCEL

There is no obligation for the contractor to remain with Sterling

<u>Example Payslip for:</u>					
				PAYMENT TO BANK 12 £569.08	
Total Gross Pay	9	£700.78	Gross Pay Deductions	10	£131.70
Total Hours	2	40	Income Tax		£95.00
Contr. Rate		£12.21 <small>Nat.Min.Wage</small>	Employee NICs	4a	£36.70
Basic Gross Pay	3	£488.40	Employee Pension		£0.00
Holiday Pay (RHP)		£75.47	Other Deductions		£0.00
Additional Bonus	8	£136.91			
				Net Pay 11 £569.08	
				Expenses Reimbursed - Mileage £0.00	
				Agency Deductions £0.00	
				Sterling Deductions £0.00	
Breakdown of Company Income from Agency					
Income Received			Distribution of Income		
w/e	Units	Rates	Value		
31/03/2024	40	1a 23.00	£920.00	Employee Total Gross Pay	9 £700.78
31/03/2024	0	0.00	£0.00	Employers Workplace Pension (from Gross Pay)	4b £0.00
31/03/2024	0	0.00	£0.00	Sterling Margin	6 £25.00
31/03/2024	0	0.00	£0.00	Employers' NICs	5 £90.72
				Apprenticeship Levy	7 £3.50
				Personal Pension	£100.00
				Expenses - Mileage Only	£0.00
Total Income (exc. VAT)			1b £920.00	Total Income	£920.00

An explanation of your payslip and Net Pay reconciliation

Income received from the agency:

- 1 The company income Sterling Umbrella receives from the recruitment agency for providing the services of you (our employee) is shown here. This includes:
 - 1a A breakdown of hours and rates.
 - 1b The total income (excluding VAT).

This company income is used to account for the following:

- 2 You are paid for the hours you have worked at the National Minimum Wage.
- 3 Holiday Pay (RHP). This means Holiday Pay will be rolled up in your weekly pay for you to retain for yourself, to cover future holidays
- 4 Providing you are eligible and haven't opted out of the pension scheme, pension contributions are payable by both:
 - 4a The Employee and
 - 4b The Employer
- 5 As your employer, Sterling Umbrella must retain from their income from the agency, Employer's National Insurance and Apprenticeship Levy to cover your Gross wage.
- 6 Sterling Umbrella retain a margin. This amount covers administrative costs and Sterling insurances, including public liability and personal accident insurance as standard.

Sterling Umbrella is now left with a balance of money from the income:

- 7 Valid work related expenses submitted which are not subject to Income Tax and National Insurance are shown as a company deduction from income to determine any bonus payable. The expenses shown will be paid out to you along with your Net Pay. Only work related mileage expenses are payable.
- 8 The remaining balance is a bonus payable after all deductions have been made and forms part of the Gross Pay.

To summarise, we have now accounted for all the income received from the agency. The amount paid into your bank account is calculated as follows:

- 9 Your Gross Pay is calculated by adding your hours at the National Minimum Wage to your bonus (if applicable) plus holiday pay.
- 10 Income Tax, National Insurance contributions plus any other statutory deductions due on your Gross Pay form your Gross Pay deductions.
- 11 Your Gross Pay less Gross Pay deductions is your Net Pay.
- 12 Your Payment to bank is your Net Pay plus expenses is the payment processed into your nominated bank account.

**For further information call
the Customer Liaison Team on 01925 626200**