

## Key Information Document – Umbrella Company

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

Further information can be found at: [www.advance.online/umberella-company](http://www.advance.online/umberella-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

<b>Name of employment business:</b>	Global Highland Ltd
<b>Name of intermediary or umbrella company:</b>	Advance Contracting Solutions Limited
<b>Your employer:</b>	Advance Contracting Solutions Limited
<b>Type of contract you will be engaged under:</b>	Contract of Employment
<b>Who will be responsible for paying you:</b>	Advance Contracting Solutions Limited
<b>How often the umbrella company and you will be paid:</b>	Weekly

### Umbrella company or other intermediary pay information

You are being employed by an umbrella company or other intermediary: 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 or other intermediary 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.

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Your payslip may show you as an employee of the umbrella company or other intermediary listed below.

<b>Name of umbrella company or other intermediary:</b>	Advance Contracting Solutions Limited
<b>Any business connection between the umbrella company or other intermediary, the employment business and the person responsible for paying you:</b>	None
<b>The gross or minimum amount that we will transfer to the umbrella company or other intermediary:</b>	No less than minimum wage
<b>Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:</b>	<ul style="list-style-type: none"> <li>• Employers NI</li> <li>• Apprenticeship Levy</li> <li>• Employer's pension contributions *</li> <li>• Holiday pay accrual</li> </ul>
<b>Any other deductions that we will make to the gross amount paid to the umbrella or other intermediary's income:</b>	Umbrella margin
<b>Expected or minimum rate of pay to you from the umbrella or other intermediary:</b>	No less than the minimum wage
<b>Deductions from your wage required by law:</b>	<ul style="list-style-type: none"> <li>• PAYE income tax</li> <li>• Employees NI</li> <li>• Employees' pension contribution*</li> </ul>
<b>Any other deductions or costs taken from your wage:</b>	And if applicable, salary sacrifice, student loan repayments, and attachment of earnings orders
<b>Any fees for goods or services:</b>	None
<b>Holiday entitlement and pay:</b>	29 days per year inclusive of bank holidays at 12.56% of gross pay**
<b>Additional benefits:</b>	<ul style="list-style-type: none"> <li>• Optional access to ADVANCE Rewards. If you choose to opt in £2.29 will be added to and be inclusive in the Company Margin.</li> <li>• The benefit of a comprehensive insurance package provided <b>at no additional cost</b>.</li> <li>• Salary Sacrifice into your private pension.</li> <li>• Refer-a-friend Scheme.</li> </ul>

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### Example pay (accrued holiday pay):

	Umbrella or other intermediary fees	Worker fees
<b>The gross or minimum amount that we will transfer to the umbrella company or other intermediary:</b>	£800 (40 hours x £20 hourly contracting rate)	
<b>Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:</b> Employers NI: Apprenticeship Levy Employer's pension contributions* Employers Holiday pay cost Holiday pay provision	£61.78 £3.11 £0.00 £11.18 £78.21	
<b>Any other deductions that we will make to the gross amount paid to the umbrella or other intermediary's income:</b> • Umbrella margin	£23.00	
<b>Rolled up / Retained holiday pay</b>		£0.00
<b>Example rate of Gross pay to you from the umbrella or other intermediary:</b>		£622.71
<b>Deductions from your pay required by law:</b> PAYE income tax Employees NI Employee's pension contribution*		£76.00 £45.69 £0.00
<b>Any other deductions or costs taken from your pay:</b>		£0.00
<b>Any fees for goods or services:</b>		£0.00
<b>Example net take home pay:</b>		£501.02

*\*Enrolment into the Employers pension scheme will be deferred by three months and therefore no deductions for pension will be made for the first 3 months of employment*

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*\*For the holiday year 6th April 2022 – 5th April 2023 only, entitlement to holiday pay will be calculated at the rate of 12.56% of pay that you earn to include the UK's additional bank holiday in 2022 as part of Her late Majesty's Platinum Jubilee celebrations.*

### **Conduct Regulations opt out**

If you are supplied via an umbrella company or other intermediary, then both parties can opt out of being covered by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Conduct Regulations).

The opt out must be given in writing to the employment business by both the umbrella or other intermediary and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.

Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations.

This document is for information only and does not qualify as an agreement for opting out of the Conduct Regulations.