**Key Information Document**

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

If you have any queries regarding this document or you would like more information, please call 01913371567 or email [enquiries@jbcontractservices.co.uk](mailto:enquiries@jbcontractservices.co.uk)

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.

***Please note information outlined in this document is for example purposes only and based on data available to us on 1st April 2020.***

**PAYE**

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| **Name of employment business:** | JB Contract Services Ltd |
| **Your employer (if different from the employment business):** | JB Contract Services Ltd or Payroll Service Company |
| **Type of contract you will be engaged under:** | Contract for Services |
| **Who will be responsible for paying you (if different from your employer):** | JB Contract Services Ltd or Payroll Service Company |
| **How often you will be paid:** | Weekly (Every Friday) |
| **Expected or minimum rate of pay:** | Not less than National Minimum Wage |
| **Deductions from your pay required by law:** | Income Tax, National Insurance Contributions |
| **Any other deductions or costs from your pay (to include amounts or how they are calculated):** | Auto enrol Pension (Auto-Enrolled after 12 weeks worked. Can request to opt in sooner) |
| **Any fees for goods or services:** | None |
| **Holiday entitlement and pay:** | 5.6 Weeks/28 Days for full time employees (Pro-Rated accordingly for temp work) |
| **Additional benefits:** | None |

**PAYE - EXAMPLE PAY**

|  |  |
| --- | --- |
| **Example rate of pay:** | £8.72 x40 Hours = £348.80 |
| **Deductions from your wage required by law:** | Income Tax £21.68  National Ins £22.42 |
| **Any other deductions or costs from your wage:** | £10.46 pension if enrolled |
| **Any fees for goods or services:** | None |
| **Example net take home pay:** | £294.24 Plus £42.10 Holiday Pay accrued |

**UMBRELLA OR INTERMEDIARY**

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| **Name of employment business:** | JB Contract Services |
| **Name of intermediary or umbrella company:** | Various (Candidates can choose) |
| **Your employer:** | Intermediary or Umbrella Company |
| **Type of contract you will be engaged under:** | Contract for Services |
| **Who will be responsible for paying you:** | Intermediary or Umbrella Company |
| **How often the umbrella company and you will be paid:** | Weekly (every Friday) |

**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:** | Various (Candidates can choose) |
| **Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:** | None |
| **Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:** | Not less than National Minimum Wage £11.10 |
| **Deductions from intermediary or umbrella income required by law:** | Employers NI, Employer Pension Deductions, Apprenticeship Levy |
| **Any other deductions from umbrella income (to include amounts or how they are calculated)** | Margin/Admin Fee |
| **Expected or minimum rate of pay to you:** | Not less than National Minimum Wage |
| **Deductions from your wage required by law:** | PAYE Tax, Employee National Insurance, Employee Pension |
| **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:** | 5.6 Weeks/28 Days for full time employees (Pro-Rated accordingly for temp work) |
| **Additional benefits:** | Can vary with difference Umbrellas. |

**EXAMPLE PAY**

|  |  |  |
| --- | --- | --- |
|  | **Intermediary or umbrella fees** | **Worker fees** |
| **Example gross rate of pay to intermediary or umbrella company from us:** | 37 hours x £11.50  Total £425.50 |  |
| **Deductions from intermediary or umbrella income required by law:** | £30.21 Employment Costs |  |
| **Any other deductions or costs taken from intermediary or umbrella income:** | £15 Weekly Fee |  |
| **Example rate of pay to you:** |  | £380.29 |
| **Deductions from your pay required by law:** |  | £27.95 Income Tax  £23.67 National Ins |
| **Any other deductions or costs taken from your pay:** |  | Holiday Pay if accruing  Pension if enrolled |
| **Any fees for goods or services:** |  | None |
| **Example net take home pay:** |  | £328.67 Including Holiday pay |

**PERSONAL SERVICE COMPANY (Own Ltd Co)**

**SIGNING ON AS A PERSONAL SERVICE COMPANY**

This document explains your pay information if you engage as a personal service company. If you engage with an employment business as a personal service company, then you can opt out of being covered by the conduct regulations.

The opt out must be given in writing to the employment business by both the PSC 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.

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| **Name of employment business:** | JB Contract Services |
| **Your employer (if different from the employment business):** | N/A |
| **Type of contract you will be engaged under:** | Contract For Services |
| **Who will be responsible for paying you (if different from your employer):** | JB Contract Services |
| **How often you will be paid:** | Weekly |
| **Expected or minimum rate of pay:** | Not less than National Minimum Wage |
| **Deductions from your pay required by law:** | Engagements Inside IR35  PAYE Tax  Employee NI Contributions  Engagements Outside IR35  Paid Gross or subject to CIS deductions when appropriate |
| **Any other deductions or costs from your pay (to include amounts or how they are calculated):** | None |
| **Any fees for goods or services:** | None |
| **Holiday entitlement and pay:** | N/A |
| **Additional benefits:** | None |

**EXAMPLE PAY**

|  |  |
| --- | --- |
| **Example rate of pay:** | £8.72 x40 Hours = £348.80 |
| **Deductions from your wage required by law:** | Engagements Inside IR35  £21.68 - PAYE Tax  £22.42 - Employee NI Contributions  Engagements Outside IR35  Paid Gross or  £69.76 CIS deductions when appropriate |
| **Any other deductions or costs from your wage:** | None |
| **Any fees for goods or services:** | None |
| **Example net take home pay:** | Engagements Inside IR35  £304.70  Engagements Outside IR35  £348.80 Gross or  £279.04 CIS when deductions appropriate |

**Self Employed/Sole Trader**

This document explains your pay information if you engage as a self-employed contractor. If you engage with an employment business as a self-employed contractor, then you can opt out of being covered by the conduct regulations.

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

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| **Name of employment business:** | JB Contract Services |
| **Your employer (if different from the employment business):** | N/A |
| **Type of contract you will be engaged under:** | Self Employed Agreement |
| **Who will be responsible for paying you (if different from your employer):** | Umbrella/Intermediary Various. Depends on who the contractor wants paid to. |
| **How often you will be paid:** | Weekly |
| **Expected or minimum rate of pay:** | No Less than £12 per hour |
| **Deductions from your pay required by law:** | CIS deductions when appropriate @20% |
| **Any other deductions or costs from your pay (to include amounts or how they are calculated):** | None |
| **Any fees for goods or services:** | £15.00 Umbrella Payroll Margin |
| **Holiday entitlement and pay:** | N/A |
| **Additional benefits:** | None |

**EXAMPLE PAY**

|  |  |
| --- | --- |
| **Example rate of pay:** | £15 x40 Hours = £600 |
| **Deductions from your wage required by law:** | £117.00 CIS deductions when appropriate |
| **Any other deductions or costs from your wage:** | None |
| **Any fees for goods or services:** | £15.00 Umbrella Payroll Margin |
| **Example net take home pay:** | £468.00 |