

# 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 authorised responsible for the enforcement of certain agency worker rights. You can raise concerns 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	Example
Name of employment business	Jumar Solutions Limited
Your employer	Parasol
Type of contract you will be engaged under	Contract of employment
Who will be responsible for paying you	Parasol
How often will the umbrella company and you 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 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 will show you as an employee of the umbrella company listed overleaf.

**01925 645 265**

**[parasolgroup.co.uk](http://parasolgroup.co.uk)**

Parasol Limited  
Company number: 03940716  
Registered office: 840 Ibis Court,  
Centre Park, Warrington, Cheshire, WA1 1RL  
(Registered in England and Wales).

Name of intermediary or umbrella company	<b>Parasol</b>
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you	The employment business and Jumar Solutions Limited are not connected. Parasol is independent to Jumar Solutions Limited. A contract for services will be in place between Parasol and Jumar Solutions Limited.
Expected or minimum gross rates of pay transferred to the intermediary or umbrella company from us	<b>£400.00</b> (exclusive of VAT)
Deductions from intermedia or umbrella income required by law	Employer's National Insurance calculated at 13.8% of the gross pay figure (above the secondary threshold of £175 per week). The apprenticeship Levy is calculated at 0.5% of your gross pay figure.
Any other deductions from umbrella income (to include amounts or how they are calculated)	The margin retained by Parasol is <b>£20.00</b> per week.
The minimum rates of pay that you will receive will be	<b>£10.42 per hour</b>
Deductions from your wage required by law	Income tax calculated at 20%/40%/45% above the personal allowance will reduce if your gross pay will exceed £100,000 per year. Employees NI is calculated at 10% above the primary threshold of £242 per week, up to the upper earnings limit of £967 per week, and 2% thereafter.
Any other deductions are costs taken from your wage (to include amounts or how they are calculated)	
Holiday entitlement and pay	Your holiday entitlement per annum is <b>28 days holiday</b> . Your holiday pay is included in the rate that is paid to Parasol by Jumar Solutions Limited. This will be paid to you with your weekly pay.
Any opt out agreement on the regulation 32 of the Conduct of Employment Agencies and Employment Businesses 2003 regulations	You will be opting out of the Conduct of Employment Agencies and Employment Businesses regulations.
Additional benefits	

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## Example Pay

	Umbrella company income and deductions
Invoice value	<b>£2,000.00</b> (excluding VAT)
Optional deductions	
Deductions from parasol required by law	<b>£215.57</b> Employer's NI <b>£8.69</b> Apprenticeship Levy <b>£18.68</b> Employer's AE Pension Contribution
Other deductions	<b>£20.00</b> Margin

	Worker income and deductions
Breakdown of total rate of pay to you	<b>£1,320.26</b> basic pay <b>£187.08</b> holiday pay
Example of total rate of pay to you	<b>£1,737.06</b>
Deductions from your wage required by law	<b>£453.06</b> Income tax <b>£102.41</b> Employees NI <b>£18.68</b> Employees AE Pension Contribution
Any other deductions are cost from your wage	
Example net take home pay (following all estimated deductions, cost and fees)	<b>£1,162.91</b>

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