

Key Information Document

This document sets out key information about your relationship with Primis Contractor Services and the employment business/agency used in your engagement, 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:	Joe Bloggs
Name of employment business/agency:	<i>[Employment Business]</i>
Name of intermediary or umbrella company:	Primis Contractor Services (a trading division of Talascend Limited)
Your employer:	Primis Contractor Services (a trading division of Talascend Limited)
Type of contract you will be engaged under:	Employment Contract
Who will be responsible for paying you:	Primis Contractor Services (a trading division of Talascend Limited)
How often the umbrella company and you will be paid:	Weekly, monthly or as agreed for the assignment

Intermediary or Umbrella Company Pay Information

You will be employed and be paid by 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.

The money earned on your assignments will be transferred to your chosen Intermediary or Umbrella Company and they will then pay you. All deductions made which affect your pay are listed below and if you have any queries about these please contact your chosen Intermediary or Umbrella Company.

Your payslip will show you as an employee of your chosen Intermediary or Umbrella Company.

Name of Intermediary or Umbrella Company:	Primis Contractor Services (a trading division of Talascend Limited)
Any business connection between the Intermediary or Umbrella Company, the employment business and the person responsible for paying you:	Primis Contractor Services is a trading division of Talascend Limited which is also part of the First Recruitment Group of companies
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	No less than the national minimum wage

Deductions from Intermediary or Umbrella Company income required by law:	Employers national insurance contributions Employers Auto-enrolment pension contributions Holiday Pay
Any other deductions from umbrella income (to include amounts or how they are calculated)	Apprenticeship Levy (calculated at 0.5% of the taxable pay) Umbrella Margin
Expected or minimum rate of pay to you:	No less than the national minimum wage
Deductions from your wage required by law:	PAYE Income Tax National Insurance Student Loan (if applicable) Auto-enrolment Pension Contributions
Holiday entitlement and pay:	Minimum holiday entitlement is 28 days per annum (inclusive of public holidays)

Example Pay

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from agency or client:	£1,000.00 per week	
Deductions from intermediary or umbrella income required by law:	Employers NI £96.02 Employers Pension £22.30 Holiday Pay £107.70	
Any other deductions or costs taken from intermediary or umbrella income:	Apprenticeship Levy £4.36 Margin £15	
Example rate of pay to you:		Pay £754.62 Holiday Pay £107.70
Deductions from your pay required by law:		Income Tax £125.82 National Insurance £75.46 Pension Contribution £29.74
Example net take home pay:		£631.30 per week