

Key Information Document – Intermediary or Umbrella Company

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

Further information can be found at www.atlasprofessionals.com

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:	A Professional
Name of employment business:	Atlas Services Group Energy Ltd
Name of intermediary or umbrella company:	Giant Professional Limited
Your employer:	Giant Professional Limited
Type of contract you will be engaged under:	Contract of service
Who will be responsible for paying you:	Giant Professional Limited
How often the umbrella company and you will be paid:	Monthly

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. Atlas Professionals 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:	Giant Professional Limited
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	No.
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£200.00 per day
Deductions from intermediary or umbrella income required by law:	Employers National Insurance Apprentice Levy Employer pension contributions at 4% of NMW & holiday pay if enrolled
Any other deductions from umbrella income (to include amounts or how they are calculated)	Umbrella margin of £22 per week processed; employee business expenses; optional giant advantage benefits scheme of £3.75 per week if opted in; optional umbrella premium package margin of £39.50 per week if upgraded from the standard £22 margin package

Expected or minimum rate of pay to you:	National Minimum Wage (NMW)
Deductions from your wage required by law:	PAYE income tax; Employee's National Insurance; Employee pension contributions at 4% of NMW & holiday pay if enrolled; and if applicable, Student Loan Repayments; Attachment of Earnings Orders..
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:	28 days per year inclusive of bank holidays
Additional benefits:	None
Any opt out agreement under Regulation 32	EAA status: Opt out

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£2,800.00 monthly	
Deductions from intermediary or umbrella income required by law:	£235 employer's NI £12 app levy £0 employer pension	
Any other deductions or costs taken from intermediary or umbrella income:	£95.33 monthly margin £0 non-billable expenses	
Example rate of pay to you:		£2,458 monthly
Deductions from your pay required by law:		£282 Income Tax £113 Employees NI £0 Employee Pension £0 Student Loan
Any other deductions or costs taken from your pay:		£0
non-billable business expenses reimbursed		£0 Non Billable Expenses
Any fees for goods or services:		£0
Example net take home pay:		£2,063 Monthly