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GLEESON RECRUITMENT GROUP

Umbrella Service Example Key Information Documents

A Key Information Document (KID) is a legally required document in the UK, designed to provide workers with clear and essential details about their pay, deductions, and employment terms when engaged through intermediaries such as umbrella companies or recruitment agencies.

Below are two example KIDs from umbrella companies we work with, detailing their pay structures, deductions, and employment terms. Umbrella service providers may operate using different methods and offer various fee and payment models. For example:

- Some providers charge a fixed fee per week or month, while others may charge a percentage of the worker/contractor's income.
- Additional benefits, such as insurance, pension, holiday pay, and sick pay, may be offered.
- Payment schedules can vary, with most providers offering weekly or monthly processing.
- The timing and frequency of payment transfers also differ, with some providers processing payroll multiple times a day for quicker fund transfers.
- It is important to check the exact charges that will apply with the umbrella provider you choose.

Additionally, ensure you review the specific KID related to your selected umbrella provider. This document will be issued once you are engaged in a role and confirm which umbrella provider you will be using.

At Gleeson Recruitment Limited, we work with a small number of vetted and approved umbrella service providers. You can find more information about these providers here: https://www.workwithglee.com/temporary-and-contract-information/

Attached are KIDs from two of these providers. We requested that the umbrella firms use the same template to facilitate easy comparison of the information.

If you have any queries on this subject, please contact us at compliance@workwithglee.com.

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Key Information Document 2024 - Temporary assignments via an umbrella company (Example 1)

This document sets out key information about your relationship with Gleeson Recruitment Limited, including details about pay, holiday entitlement and other benefits.

The information in this document is based on working via an umbrella company. The details will differ if you choose to work via another payment method such as PAYE.

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can speak to 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:	(Worker Name)
Contract type:	Contract for Services
Name of Employment Business:	Gleeson Recruitment Limited
Name of Umbrella Company:	Example Umbrella1
Who will be responsible for paying you:	Example Umbrella1
How often you will be paid:	Gleeson Recruitment Ltd will pay the umbrella company based on the timely submission and approval of timesheets. This is usually weekly or monthly. The frequency of payments from the umbrella company to you will be agreed between yourselves.

Umbrella Company – Pay Information

You are being paid through an umbrella company, a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken. We will still be finding you assignments and liaising with the client/hirer. The money earned on your assignments will be transferred to the umbrella company as part of their income. They will then pay your wage to you. All the deductions made which may 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:

Any business connection between the umbrella company, the employment business and the company responsible for paying you:	None (e.g. no shared Owners or Directors)
Expected or minimum gross rate of pay transferred to the Umbrella from us:	Gleeson Recruitment Ltd will pay the umbrella company at the agreed rates, which will never be lower than the National Minimum Wage. Please consult your agreement with the umbrella company for details of the rate of pay you should expect to receive.
Deductions from the Umbrella income required by law:	Employer's NI, Pension and Apprenticeship Levy
Any other deductions from the umbrella income (to include amounts or how they are calculated):	Gleeson Recruitment Limited will not make any other deductions. It is our understanding that the umbrella will charge a processing fee of £18.00 per week. However, we recommend that you confirm this with them directly.

Expected or minimum rate of pay to you:	This should be in line with the National Minimum Wage.[1]
Deductions from your wage required by law:	Income Tax, National Insurance, Pension and Student Loans[2]
Any other deductions or costs taken from your wage:	None (unless otherwise agreed between yourself and the umbrella company)
Any fees for goods or services:	None (unless otherwise agreed between yourself and the umbrella company)
Holiday entitlement and pay:	Minimum of the equivalent of least 5.6 weeks of holiday per year.[3]
Additional benefits:	None (unless otherwise agreed between yourself and the umbrella company)

Umbrella Company – Pay Example[4]

	Umbrella company fees	Worker fees
Example gross rate of pay to the umbrella company from us:	£750	n/a
Deductions from the umbrella income required by law:	Employer's NI: £67.14 Apprenticeship Levy: £3.31 Auto enrolment pension: £0	n/a
Any other deductions or costs taken from the umbrella income:	£18.00 Weekly Margin	n/a
Accrued holiday pay:	n/a	
Example rate of pay to you:	n/a	
Deductions from your pay required by law:	n/a	Income Tax: £83.80 Employee NI: £33.56
Any other deductions or costs taken from your pay:	n/a	Employee pension contribution: £0
Any fees for goods or services:	n/a	£0
Example net take home pay:	n/a	£544.19

Queries?
This document is provided in accordance with UK Government legislation. If you have any queries relating to the information above, please contact your Recruiter or our compliance team at compliance@workwithglee.com.

[1] Where eligible you should receive at least the National Minimum Wage. This is £11.44 per hour for those aged 21 and over (as of April 2024). There are some exceptions such the self-employed, those who have accommodation provided (e.g. Au pairs) and some work experience roles. For further guidance see https://www.gov.uk/national-minimum-wage/who-gets-the-minimum-wage

[2] A Student Loan deduction would only be made if applicable to you and the amount of the deduction is determined by your earnings and the 'Plan Type' of the student loan. Further information can be found here: https://www.gov.uk/guidance/special-rules-for-student-loans

[3] This is the minimum amount and your entitlement may be higher depending on your actual assignment. Further information on holiday entitlements can be found at https://www.gov.uk/holiday-entitlement-rights/holiday-pay-the-basics

[4] These calculations have been provided to us by the Umbrella company listed. This is an illustration only, based on the following assumptions - your actual pay and deductions will depend on the rates applicable to you.

- the standard tax code for the 2024-2025 year 1257L is applied (for more on tax rates see https://www.gov.uk/income-tax-rates)
- 28 days accrued holiday (including bank holidays)
- 7.5 working hours per day, 5 working days per week
- Not participating in a pension scheme.

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GLEESON RECRUITMENT GROUP

Key Information Document 2024 - Temporary assignments via an umbrella company (Example 2)

This document sets out key information about your relationship with Gleeson Recruitment Limited, including details about pay, holiday entitlement and other benefits.

The information in this document is based on working via an umbrella company. The details will differ if you choose to work via another payment method such as PAYE.

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can speak to 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:	(Worker Name)
Contract type:	Contract for Services
Name of Employment Business:	Gleeson Recruitment Limited
Name of Umbrella Company:	Example Umbrella2
Who will be responsible for paying you:	Example Umbrella2
How often you will be paid:	Gleeson Recruitment Ltd will pay the umbrella company based on the timely submission and approval of timesheets. This is usually weekly or monthly. The frequency of payments from the umbrella company to you will be agreed between yourselves.

Umbrella Company – Pay Information

You are being paid through an umbrella company, a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken. We will still be finding you assignments and liaising with the client/hirer. The money earned on your assignments will be transferred to the umbrella company as part of their income. They will then pay your wage to you. All the deductions made which may 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:

Any business connection between the umbrella company, the employment business and the company responsible for paying you:	None (e.g. no shared Owners or Directors)
Expected or minimum gross rate of pay transferred to the Umbrella from us:	Gleeson Recruitment Ltd will pay the umbrella company at the agreed rates, which will never be lower than the National Minimum Wage. Please consult your agreement with the umbrella company for details of the rate of pay you should expect to receive.
Deductions from the Umbrella income required by law:	Employer's NI, Pension and Apprenticeship Levy
Any other deductions from the umbrella income (to include amounts or how they are calculated):	Gleeson Recruitment Limited will not make any other deductions. It is our understanding that the umbrella will charge a processing fee of £29.75 per week (Umbrella Margin). However, we recommend that you confirm this with them directly.

Expected or minimum rate of pay to you:	This should be in line with the National Minimum Wage.[1]
Deductions from your wage required by law:	Income Tax, National Insurance, Pension and Student Loans[2]
Any other deductions or costs taken from your wage:	None (unless otherwise agreed between yourself and the umbrella company)
Any fees for goods or services:	None (unless otherwise agreed between yourself and the umbrella company)
Holiday entitlement and pay:	Minimum of the equivalent of least 5.6 weeks of holiday per year.[3]
Additional benefits:	None (unless otherwise agreed between yourself and the umbrella company)

Umbrella Company – Pay Example[4]

	Umbrella company fees	**Worker fees**
Example gross rate of pay to the umbrella company from us:	£750	n/a
Deductions from the umbrella income required by law:	Employer's NI: £65.73 Apprenticeship Levy: £3.26 Auto enrolment pension: £0	n/a
Any other deductions or costs taken from the umbrella income:	£29.75 Weekly Margin	n/a
Accrued holiday pay:	n/a	
Example rate of pay to you:	n/a	
Deductions from your pay required by law:	n/a	Income Tax: £81.88 Employee NI: £32.76
Any other deductions or costs taken from your pay:	n/a	Employee pension contribution: £0
Any fees for goods or services:	n/a	£0
Example net take home pay:	n/a	£536.63

Queries?
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[1] Where eligible you should receive at least the National Minimum Wage. This is £11.44 per hour for those aged 21 and over (as of April 2024). There are some exceptions such the self-employed, those who have accommodation provided (e.g. Au pairs) and some work experience roles. For further guidance see https://www.gov.uk/national-minimum-wage/who-gets-the-minimum-wage

[2] A Student Loan deduction would only be made if applicable to you and the amount of the deduction is determined by your earnings and the 'Plan Type' of the student loan. Further information can be found here: https://www.gov.uk/guidance/special-rules-for-student-loans

[3] This is the minimum amount and your entitlement may be higher depending on your actual assignment. Further information on holiday entitlements can be found at https://www.gov.uk/holiday-entitlement-rights/holiday-pay-the-basics

[4] These calculations have been provided to us by the Umbrella company listed. This is an illustration only, based on the following assumptions - your actual pay and deductions will depend on the rates applicable to you.

- the standard tax code for the 2024-2025 year 1257L is applied (for more on tax rates see https://www.gov.uk/income-tax-rates)
- 28 days accrued holiday (including bank holidays)
- 7.5 working hours per day, 5 working days per week
- Not participating in a pension scheme.