

## Key Information Document

This document sets out key information about your relationship with Project People, including details about pay, holiday entitlement and other benefits when working through an **Umbrella Company**.

[The Employment Agency Standards Inspectorate](#) is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 0207 215 5000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 08:00 to 18:00.

Further information is available in the contract for employment, supplier schedule and other engagement documentation. For further details, please email [keyinformation@projectpeople.com](mailto:keyinformation@projectpeople.com)

### General Information

<b>Name of Employment Business</b>	Project People Limited
<b>Any business connection between umbrella company and the employment business</b>	Common Director
<b>Your Employer</b>	<a href="http://SmartWork.com Ltd">SmartWork.com Ltd</a>
<b>Type of Contract Engaged Under</b>	Contract of Service (Employment Contract)
<b>Responsible for Paying</b>	SmartWork.com Ltd
<b>Rate of Pay / Minimum Rate of Pay</b>	<p>£1,500 (5 x £300.00). Gross pay to the umbrella company will be an amount equivalent to the gross pay due to the worker plus the deductions required by law from umbrella income plus the umbrella margin.</p> <p>£1282.31 Gross pay consists of National Living Wage (NLW) or National Minimum Wage (NMW) at the prevailing rate, Bonus pay and Holiday pay where applicable.</p>
<b>Frequency of Payments</b>	Weekly to umbrella company, and weekly to you (the worker)

**Nature of Costs and Deductions Required by Law Affecting Pay**

PAYE, employee's national insurance contributions, student loan and any DEO/AOE (contractor dependent)

**Nature and Amount and Method of Calculation of Other Costs Affecting Pay**

Umbrella margin (£20). Employer's Pension Contribution calculated on qualifying earnings. Minimum employer's contribution is 3%. Salary sacrifice (contractor dependent) Accrued holiday pay and employer costs (contractor dependent)

**Fees for Goods / Services to Pay:**

Umbrella company deducts Employer's NI and Apprenticeship Levy (legally required). Rewards (£2.49 per week – contractor dependent). Personal accident cover: £2.49 per week (contractor dependent)

**Non-Monetary Benefits Entitled to Receive**

Employer's liability, professional indemnity and public/product liability insurance. Tax relief on allowable expenses.

**Entitlement to Annual Leave / Holiday Pay**

Depending on contract – usually 28 days.

## Example Pay

<b>Example Gross Rate of Pay to intermediary or umbrella company from the client or "end user"</b>	£1,500.00 (weekly 5 x £300.00)
<b>Deductions from intermediary or umbrella income required by law</b>	Employer's NI: £152.81 Apprenticeship Levy: £6.41 Employer's Pension: £38.47
<b>Any other deductions taken from intermediary or umbrella income</b>	SmartWork Margin: £20.00
<b>Example rate of pay to you</b>	Gross: £1282.31
<b>Deductions from your pay required by law</b>	Employee Pension £64.12 Employees NI: £64.31 PAYE: £245.41 Student Loan / PGL: £0.00
<b>Any other deductions or costs taken from your pay</b>	£0
<b>Any fees for goods/services:</b>	Personal Accident Cover: £0.00 Rewards £0.00
<b>Example net take home pay</b>	£908.37 per week