

## Key Information Document

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.brightskyumbrella.co.uk](http://www.brightskyumbrella.co.uk)

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

<b>Your name:</b>	Worker name
<b>Name of employment business:</b>	Agency name
<b>Name of intermediary or umbrella company:</b>	Bright Sky Umbrella Limited
<b>Your employer:</b>	Bright Sky Umbrella Limited
<b>Type of contract you will be engaged under:</b>	Employment contract
<b>Who will be responsible for paying you:</b>	Bright Sky Umbrella Limited
<b>How often the umbrella company and you will be paid:</b>	

### 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. We 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.

<b>Name of intermediary or umbrella company:</b>	<b>Bright Sky Umbrella Limited</b>
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	<b>None</b>
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	<b>£16.32</b>
<b>Deductions from intermediary or umbrella income required by law:</b>	<b>Employers NI Apprenticeship Levy</b>
<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	<b>Employers Auto-Enrolment Pension if opted in Margin Provision for paid leave entitlement</b>
<b>Expected or minimum rate of pay to you:</b>	<b>NLW plus DPSB (discretionary profit sharing bonus ) – expected to amount in total to the sum stated below in ‘Example rate of pay to you’</b>

<b>Deductions from your wage required by law:</b>	<b>Employees NI Tax</b>
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated:</b>	<b>Auto Enrolment Pension if opted in</b>
<b>Any fees for goods or services:</b>	<b>Any training deductions</b>
<b>Holiday entitlement and pay:</b>	<b>5.6 weeks per year and pro rata pay during paid leave based on your average earnings as required by law.</b>
<b>Additional benefits:</b>	<b>Paid leave entitlement may be advanced each pay period, Any expenses which can properly be repaid from the company income will reduce gross taxable pay, but will increase total sums received by a greater amount</b>

### EXAMPLE PAY

	<b>Intermediary or umbrella fees</b>	<b>Worker fees</b>
<b>Example gross rate of pay to intermediary or umbrella company from us:</b>	<b>£652.80 weekly</b>	
<b>Deductions from intermediary or umbrella income required by law:</b>	<b>£67.71 – ers NI £2.74 – app Levy</b>	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	<b>£22.00- margin £12.83 – ers Pension £58.97 – provision for paid leave entitlement</b>	
<b>Example rate of pay to you:</b>		<b>£488.56 – weekly £58.97 – paid leave advance</b>
<b>Deductions from your pay required by law:</b>		<b>£56.88 – tax £24.44 – ees NI</b>
<b>Any other deductions or costs taken from your pay:</b>		<b>£21.38 – Pension</b>
<b>Any fees for goods or services:</b>		<b>£0.00</b>
<b>Example net take home pay:</b>		<b>£444.83</b>

### SIGNING ON via AN UMBRELLA COMPANY

This document explains your pay information if you engage *via* an umbrella company.

If you engage with an employment business via an umbrella company, then you can opt out of being covered by the conduct regulations.

The opt out must be given in writing to the employment business by both the umbrella and the person being supplied to do the work

The employment business cannot encourage you to do this and it must be your own decision.

Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations.

This document is for information only and does not qualify as an agreement for opting out of the conduct regulations.