

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.

For further information please contact Professional Personnel Management Ltd

Tel: 0333-2416800 or Email info@ppmrecruit.com

The Fair Work Agency is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 0345 161 6000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Your name:	Name of Temporary Worker
Name of employment business:	Professional Personnel Management Ltd
Name of intermediary or umbrella company:	Ricson Rowcastle Ltd
Your employer:	Ricson Hapstone Ltd
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Your employer
How often the umbrella company and you will be paid:	Weekly / Fortnightly / 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. We will still be finding you assignments.

The money earned on your assignments will be transferred to the intermediary or umbrella company as part of their income. Your Employer 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.

Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	National Minimum Wage or National Living Wage (whichever applicable)
Any other deductions from umbrella income (to include amounts or how they are calculated)	None

Expected or minimum rate of pay to you:	National Minimum Wage or National Living Wage (whichever applicable)
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Deductions from your wage required by law:	Income Tax and National Insurance Student Loan Pension Contributions (if applicable) Deductions from wage orders issued by government bodies, e.g. DWP, CSA, or the Courts. (where applicable)
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:	5.6 weeks pro rata (or as otherwise agreed) Paid at an average rate to represent a standard week's pay
Additional benefits:	None

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£12.71 x 36 hours = £457.56	
Deductions from intermediary or umbrella income required by law:	None	
Any other deductions or costs taken from intermediary or umbrella income:	None	
Example rate of pay to you:		£12.71 x 36 = £457.56
Deductions from your pay required by law:		Tax £43.00 Employee National Insurance £17.24
Any other deductions or costs taken from your pay:		Employee Pen £13.50
Any fees for goods or services:		None
Example net take home pay:		£457.56 - £43.00 - £17.24 - £13.50 = £383.82