

Key Information Document

Umbrella Company



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

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

Name of employment business:	One of the employment businesses' within Sanderson Solutions Group Plc
Name of intermediary or umbrella company:	Giant Professional Limited
Your employer:	Giant Professional Limited
Type of contract you will be engaged under:	Permanent Employment
Who will be responsible for paying you:	Giant Professional Limited
How often the umbrella company and you will be paid:	Weekly or monthly depending on payment schedule as decided by End Client

Umbrella company or other intermediary pay information

You are being employed by an umbrella company or other intermediary: 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 or other intermediary as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below and we have provided an example calculation by way of illustration. If you have any queries about the deductions being made, either before or during your assignment, please contact your umbrella company or intermediary.

Your payslip may show you as an employee of the umbrella company or other intermediary listed below.

Name of umbrella company or other intermediary:	Giant Professional Limited
Any business connection between the umbrella company or other intermediary, the employment business and the person responsible for paying you:	None
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	£500 per day
Deductions from intermediary or umbrella income required by law:	Employer's National Insurance; Apprenticeship Levy; Employer pension contributions at 4% of NMW if enrolled
Any other deductions or costs from intermediary or 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 from the umbrella or other intermediary:	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 if enrolled; and if applicable, Student Loan Repayments; Attachment of Earnings Orders.

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Any other deductions or costs taken from your wage:	Student Loans payment if applicable
Any fees for goods or services:	No
Holiday entitlement and pay:	5.6 weeks / 28 days for full time working or pro-rated for part time workers
Additional benefits:	Giant Advantage and salary sacrifice pension options

Example pay

	Umbrella or other intermediary fees	Worker fees
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	£2,500	
Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:	ENICs = £297 App Levy = £11 Er Pension = £0	
Any other deductions that we will make to the gross amount paid to the umbrella or other intermediary's income:	intermediary margin - £22 non-billable business expenses £25	
Example rate of pay to you from the umbrella or other intermediary:		£2,146
Deductions from your pay required by law:		PAYE income tax - £661 employee's NI - £141 employee's pension contribution - £0 student loan repayment - £0
Any other deductions or costs taken from your pay:		£0
Any fees for goods or services:		£0
Example net take home pay:		£1,368