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.pcrnet.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

Your name:	
Name of employment business:	**Professional Construction Recruitment Ltd**
Name of intermediary or umbrella company:	**Omnia Outsourcing Limited**
Your employer:	**Omnia Outsourcing Limited**
Type of contract you will be engaged under:	**PAYE Employment Contract**
Who will be responsible for paying you:	**Omnia Outsourcing Limited**
How often the umbrella company and you will be paid:	**Weekly in arrears**

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.

Name of intermediary or umbrella company:	**Omnia Outsourcing Limited**
Any business connection between the intermediary or umbrella company, the	**None**

employment business and the person responsible for paying you:	
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	40 hours @£12 per hour
Deductions from intermediary or umbrella income required by law:	• Employers National Insurance • Apprenticeship Levy charge • Holiday Pay included in the Gross amount • Employers Pension Contributions (if applicable)
Any other deductions from umbrella income (to include amounts or how they are calculated)	Company Margin

Expected or minimum rate of pay to you:	At least National Minimum/National Living Wage
Deductions from your wage required by law:	• Income Tax • Employee National Insurance • Pensions Contributions (if 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:	Equivalent to 28 days paid holiday per year included in your pay quoted above Retained to be paid when taking holidays
Additional benefits:	

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	40 hours @ £12 = £480	
Deductions from intermediary or umbrella income required by law:	Holiday Pay - £45.83 ERs NI - £28.98 ERs Pension - £7.74 App Levy - £1.88	
Any other deductions or costs taken from intermediary or umbrella income:	Margin - £20.00	
Example rate of pay to you:		£376.01
Deductions from your pay required by law:		Tax - £28.43 NI - £25.94 Pension - £10.32
Any other deductions or costs taken from your pay:		None

Any fees for goods or services:		**None**
Example net take home pay:		**£313.29**