

KEY INFORMATION DOCUMENT – PARASOL LIMITED UMBRELLA

This document sets out key information about your relationship with McGregor Boyall Associates and the umbrella company Parasol Limited, including details about pay, holiday entitlement and other benefits.

Further information can be found in your contract with Parasol Limited.

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:	McGregor Boyall Associates Limited
Name of intermediary or umbrella company:	Parasol Limited
Your employer:	Parasol Limited
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Parasol Limited
How often the umbrella company and you will be paid:	Monthly

INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

You will be 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 Client. 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 Parasol Limited. Your payslip will show you as an employee of Parasol Limited.

Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	Parasol Limited and McGregor Boyall Associates Limited are not connected. Parasol Limited is independent to McGregor Boyall Associates Limited. A contract for services will be in place between Parasol Limited and McGregor Boyall Associates Limited
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	Current National Minimum Wage/National Living Wage + Holiday Pay & Associated Umbrella costs
Deductions from intermediary or umbrella income required by law:	Employers National Insurance calculated at 13.8% of the gross pay figure (above the secondary threshold of £170.01 per week). The Apprenticeship Levy is calculated at 0.5% of your gross pay figure. Auto Enrolment Employers Pension Contributions at 4% of national living wage.
Any other deductions from umbrella income (to include amounts or how they are calculated)	Umbrella margin retained by Parasol Limited is £28.50 per week or £114.00 per month.
Expected or minimum rate of pay to you:	National Minimum Wage/National Living Wage

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Deductions from your wage required by law:	<p>Income Tax calculated at 20%/40%/45% above the personal allowance of £242 per week. You do not get personal allowance on taxable income over £125,140.</p> <p>Employees NI is calculated at 12% above the primary threshold of £184 up to the upper earnings limit of £967 per week, and 2% thereafter.</p> <p>Student Loan Deductions which may apply and any attachment of earnings or court orders (where applicable)</p>
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	Employees' pension contribution calculated at 4% net (5% gross)
Any fees for goods or services:	Optional Benefits if requested
Holiday entitlement and pay:	Your holiday entitlement per annum is 28 days but this will vary depending on the Assignment. Your holiday pay is included in the rate that is paid to Parasol Limited by McGregor Boyall Associates Limited. This will be paid to you with your monthly pay.
Additional benefits available upon request at an additional cost:	Personal Accident Insurance Cover Optionis Rewards

EXAMPLE PAY

**Illustration based on £400.00 per day to the Umbrella, based on 20 working days per month.
Please speak with Parasol Limited to get a bespoke Illustration**

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£8,000.00 per month	
Deductions from intermediary or umbrella income required by law:	Employers NI: £862.73 Apprenticeship Levy: £34.96	
Any other deductions or costs taken from intermediary or umbrella income:	Parasol Margin: £114.00 Employer's Pension: £0.00	
Example rate of pay to you including holiday pay:		Basic Pay: £6,235.73 p/m Holiday Pay: £752.59
Deductions from your pay required by law:		Income Tax: £1,747.69 Employee's NI: £463.00 Student Loan Deductions which may apply and any attachment of earnings or court orders (where applicable): £0.00
Any other deductions or costs taken from your pay:		Employee's Pension: £0.00
Any fees for goods or services:		Personal Accident Insurance Cover & Optionis Rewards: £0.00
Example net take home pay including holiday pay:		Net: £4,777.62 per month