

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.

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:	Michael Fittock
Name of employment business:	TLTP
Name of intermediary or umbrella company:	Granite BPO Ltd
Your employer:	
Type of contract you will be engaged under:	Worker
Who will be responsible for paying you:	Granite BPO Ltd
How often the umbrella company and you will be paid:	Weekly
Conduct of Employment Agencies and Employment Businesses Regulations 2003 status	Opt-In

intermediary/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.

This illustration is only an estimate and does not include allowance for a pension contribution

Name of intermediary or umbrella company:	Granite BPO Ltd
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:	180 per day
Deductions from intermediary or umbrella income required by law:	Employers NI Apprenticeship Levy
Any other deductions from umbrella income (to include amounts or how they are calculated)	Employer's Pension contribution where applicable (3% of gross pay) Provision for holiday pay (approx 12.07% of gross pay) Margin of £10 per week,

Expected or minimum rate of pay to you:	NLW plus DPSB (discretionary profit sharing bonus) - expected to amount to the sum stated below 'Example rate of pay to you'
Deductions from your wage required by law:	PAYE and Employee's National Insurance
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	Pension where applicable (5% of salary)
Any fees for goods or services:	N/A
Holiday entitlement and pay:	5.6 weeks per year (approx. 12.07% of salary)
Additional benefits	Holiday pay entitlement may be advanced each pay period.

pay example

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£900 per week	
Deductions from intermediary or umbrella income required by law:	£86.71 Employer's NI £4.02 Apprenticeship levy	
Any other deductions or costs taken from intermediary or umbrella income:	£10 margin	
Example rate of pay to you:		£799.27 per week
Deductions from your pay required by law:		£44.61 NI £99.21 PAYE
Any other deductions or costs taken from your pay:		
Any fees for goods or services:		
Example net take home pay:		£655.45 per week

*This illustration assumes a 1257L W1 tax code