

## **Key Information Document - Apex (PAYE) - Randstad Solutions**

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.

You can find more information about this umbrella company at <http://apex-contracting.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**

<b>Our employment business is:</b>	Randstad Solutions Limited
<b>Your chosen umbrella company is:</b>	Apex Europe Limited
<b>Your employer is: They will be responsible for paying you</b>	Apex Europe Limited
<b>They will engage you on a:</b>	Contract of Employment
<b>We will pay them and they will pay you:</b>	Weekly

### **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 the umbrella company.

<b>Minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	At least £13.10 per hour
<b>Deductions from intermediary or umbrella income required by law:</b>	1. Employer's national insurance 2. Employer's pension contributions 3. Apprenticeship levy
<b>Any other deductions from umbrella income:</b>	The umbrella company's margin being £10 min to £21 max p/w (calculated as 4% of umbrella income)

## Worker Pay Information

<b>Expected or minimum rate of pay to you by the umbrella company:</b>	At least the prevailing or current National Minimum Wage or National Living Wage
<b>Deductions from your wage required by law:</b>	Tax, national insurance, pension contribution
<b>Any other deductions or costs taken from your wage:</b>	None
<b>Any fees for goods or services:</b>	None
<b>Holiday entitlement and pay:</b>	5.6 weeks pro-rata (or as otherwise agreed). Paid at an average rate to represent a standard week's pay. This will be advanced in your pay, this can be retained at any time and paid as leave is taken
<b>Additional benefits:</b>	None

## Example Weekly Pay

	<b>Intermediary or umbrella fees</b>	<b>Worker fees</b>
<b>Example gross rate of pay to intermediary or umbrella company from us:</b>	£695.48 (40 hours worked)	
<b>Deductions from intermediary or umbrella income required by law:</b>	1. £58.47 (ER ni contributions) 2. £14.36 (ER pension contributions) 3. £2.99 (apprenticeship levy)	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	£21.00 (margin)	
<b>Example rate of pay to you:</b>		£598.66 (i.e. £14.97 p/hr)
<b>Deductions from your pay required by law:</b>		£71.39 (income tax) £42.83 (ni) £19.15 (pension)
<b>Any other deductions or costs taken from your pay:</b>		None
<b>Any fees for goods or services:</b>		None
<b>Example net take home pay:</b>		<b>£465.30</b> (incl. rolled up holiday pay)