

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:	
Name of employment business:	Oliver James Associates
Name of umbrella company:	Sapphire DNP Limited
Your employer:	Sapphire DNP limited
Type of contract you will be engaged under:	Employment Contract
Who will be responsible for paying you:	Sapphire DNP Limited
How often the umbrella company and you will be paid:	Weekly

INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

You are being paid through an 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. At the bottom you will find a representative example of weekly salary with all relevant deduction. 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 umbrella company:	Sapphire DNP Limited
Any business connection between the umbrella company, the employment business and the person responsible for paying you:	N/A
Minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£100.00 a day
Deductions from umbrella income required by law:	Employer's National Insurance Apprenticeship Levy Employer's Pension Contributions (where applicable) Holiday Pay (if the employee opts to accrue and be paid at a later date)
Any other deductions from umbrella income (to include amounts or how they are calculated)	Company Margin (£20/ week) Pension Salary Sacrifice saving (13.8% of the employees contribution where applicable)

Minimum rate of pay to you:	National Minimum/Living Wage (currently £8.21/hour)
Deductions from your wage required by law:	Income Tax (PAYE) National Insurance Contributions

	Pension Contributions (where applicable)
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	N/A
Any fees for goods or services:	N/A
Holiday entitlement and pay:	28 days (12.07%)
Additional benefits:	Perkbox
Any Opt -out agreements under Regulation 32	

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to umbrella company from us:	£100 a day x 5 days = £500	
Deductions from intermediary or umbrella income required by law:	£39.65	
Any other deductions or costs taken from intermediary or umbrella income:	£20.00 company margin	
Example rate of pay to you:		£440.35
Deductions from your pay required by law:		Income Tax- £39.80 National Insurance- £30.88
Any other deductions or costs taken from your pay:		£0.00
Any fees for goods or services:		£0.00
Example net take home pay:		£369.67