

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:	Sphere Solutions
Name of intermediary or umbrella company:	Cinch Contracting Services
Your employer:	Cinch Contracting Services
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Cinch Contracting Services
How often the umbrella company and you will be paid:	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 us.

Your payslip may show you as an employee of the umbrella company listed below.

Name of intermediary or umbrella company:	Cinch Contracting Services
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:	<i>£12.25 per hour</i>
Deductions from intermediary or umbrella income	Employment costs – Employer's NI: 13.8%,



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Sheffield,
S9 4WQ

required by law:	Holiday Pay: 12.07%, Employer’s Pension: 3%, Apprenticeship Levy: 0.5%
Any other deductions from umbrella income (to include amounts or how they are calculated)	The Cinch Group company margin – a maximum of £18.50, calculated weekly

Expected or minimum rate of pay to you:	<i>£8.91 per hour PAYE</i>
Deductions from your wage required by law:	Personal Deductions – Income Tax, NI and Personal Pension 5%
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	<ul style="list-style-type: none"> • Gross Earnings above £300 – £15per week, not per timesheet • Gross Earnings between £100-£299) - £15 per week, not per timesheet • Gross Earnings below £100 – £6 per week, not per timesheet
Any fees for goods or services:	
Holiday entitlement and pay:	Umbrella workers holiday pay entitlement is calculated at 12.07% for every hour worked.
Additional benefits:	The Cinch Group App, Text Service, Online/App portal.

EXAMPLE PAY – Umbrella PAYE

	Intermediary or umbrella fees – Based on 1250L tax code	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	<i>£14ph Umbrella x 40 hours worked £525 Gross Pay</i>	
Deductions from intermediary or umbrella income required by law:	<i><u>Umbrella Employment Costs</u> 13.8% Employers NI = £40.85 12.07% Retained Holiday pay = £50.24 0.5% Apprenticeship Levy = £2.33</i>	



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Any other deductions or costs taken from intermediary or umbrella income:	<i>£15 company margin</i>	
Example rate of pay to you:		<i>Remaining rate after employment costs have been deducted = £11.08ph</i>
Deductions from your pay required by law:		<i>Income Tax = £44.80 NI = £33.84</i>
Any other deductions or costs taken from your pay:		<i>None</i>
Any fees for goods or services:		<i>No.</i>
Example net take home pay:		<i>£388.88</i>