

KEY INFORMATION DOCUMENT – CLIPPER PAYE

The Key Information Document provides transparency around how you are paid by the employment business (recruitment agency) you are planning on engaging with. It will give you more immediate access to key pay related information before agreeing terms with the employment business and a clear idea of how any fees and deductions will affect your pay.

CLIPPER PAYE

Clipper Contracting Group employ freelance workers that complete several different assignments at numerous locations. Despite this, continuous employment is maintained as are statutory employment rights. As the employer, Clipper Contracting Group will recover the employment costs (see below) from the contract sum received from the employment business (recruitment agency). What is left is the worker's taxable pay.

GENERAL INFORMATION

Your name:	Worker name (<i>optional inclusion</i>)
Name of employment business:	Sphere Solutions Limited
Name of umbrella company:	Clipper Contracting Group Ltd
Name of your employer:	Clipper Contracting Group Ltd
Who will be responsible for paying you:	Clipper Contracting Group Ltd
Type of contract you will be engaged on:	Employment contract
How often will the umbrella company pay you:	Weekly

PAY RELATED INFORMATION

Minimum contract rate paid to Clipper Contracting Group from the recruitment agency	£12.20
Employer deductions from income received by Clipper Contracting Group from the recruitment agency (employer statutory deductions)	Employer's National Insurance (including that due on the holiday pay element) Holiday Pay Employer pension contributions Apprenticeship Levy
Other employer deductions from income received by Clipper Contracting Group from the recruitment agency (non-statutory employer deductions)	Clipper Contracting Group company margin (£15)
Minimum rate paid to employee	Clipper Contracting Group will pay at least the legal National Living Wage or National Minimum Wage depending on the employee's age bracket.
Employee deductions (statutory deductions)	Tax

	National Insurance Employee pension contribution
Employee deductions (non-statutory deductions)	Nil
Any other benefits offered to the employee	Nil
Leave entitlement	20 days and 8 days bank holidays (unless AWR confirms otherwise)
Opt-out of regulation 32 of the conduct regulations	No

REPRESENTATIVE EXAMPLE STATEMENT

Clipper Contracting Group receipts from Agency			
	Units	Rate	
Basic Pay	40.00	15.00	600.00
Overtime	-	-	-
	40.00		600.00
Employer deductions made by Clipper Contracting Group			
Employer's NI contributions			42.48
Holiday Pay accrual			56.03
Holiday Employer's NI accrual (due on holiday pay accruec			8.31
Employer Pension			11.61
Apprenticeship Levy			2.32
Other deductions made by Clipper Contracting Group			
Company Margin			15.00
Total statutory & non statutory employer deductions			135.76

Gross Amount payable to worker (taxable pay)	
Gross taxable pay	464.24
Holiday Pay	-
Total Taxable Pay	464.24
Employee deductions	
Tax	44.40
NI	32.91
Pension	15.48
Other deductions	-
Student Loan	-
Deductions	92.79
Net amount payable to worker	
Net Pay	371.45

The Employment Agency Standards (EAS) Inspectorate is responsible for the enforcement of this new regulation. You can raise a concern with them directly on 020 7215 5000 or eas@beis.gov.uk.