

Key Information Document 2025

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 4566 5333 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Your name:	
Name of employment business:	
Name of intermediary or umbrella company:	Omnia Outsourcing Limited
Your employer:	Omnia Outsourcing Limited
Type of contract you will be engaged under:	PAYE Employment Contract
Who will be responsible for paying you:	Omnia Outsourcing Limited
How often the umbrella company and you will be paid:	Weekly in areas

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.



THE OUTSOURCED PAYROLL PEOPLE

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

Name of intermediary or umbrella company:	Omnia Outsourcing Limited
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:	40 hours @ £15.82 per hour
Deductions from intermediary or umbrella income required by law:	<ul style="list-style-type: none">• Employers National Insurance• Apprenticeship Levy Charge• Holiday Pay included in the Gross amount• Employers Pension Contributions (if applicable)
Any other deductions from umbrella income (to include amounts or how they are calculated)	Company Margin

Expected or minimum rate of pay to you:	At least National Minimum/National Living Wage
Deductions from your wage required by law:	<ul style="list-style-type: none">• Income Tax• Employee National Insurance• Pension Contributions (if applicable)
Any other deductions or costs taken from your wage (to include amounts or how they are calculated:	None
Any fees for goods or services:	None
Holiday entitlement and pay:	Equivalent to 28 days paid holiday per year included in your pay quoted above Advanced weekly in addition to your basic pay
Additional benefits:	



Umbrella
Accredited
Member



Self-Employed /
CIS
Accredited
Member



Contact us:

0118 315 1532

info@omniaoutsourcing.com

www.omniaoutsourcing.com



THE OUTSOURCED PAYROLL PEOPLE

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	40 hours @ £15.82 = £632.80	
Deductions from intermediary or umbrella income required by law:	ERs NI - £67.70 App Levy - £2.74	
Any other deductions or costs taken from intermediary or umbrella income:	Margin - £15	
Example rate of pay to you:		£488.41 Basic pay £58.95 Holiday pay (Included)
Deductions from your pay required by law:		Tax - £61.00 NI - £24.43
Any other deductions or costs taken from your pay:		None
Any fees for goods and services:		None
Example net take home pay:		£461.93



Umbrella
Accredited
Member



Self-Employed /
CIS
Accredited
Member



Contact us:

0118 315 1532

info@omniaoutsourcing.com

www.omniaoutsourcing.com