

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.

Further information can be found here www.workwellcontractorsolutions.com. Alternatively you can call Workwell Contractor Solutions on 01923257257.

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 Ltd
Name of intermediary or umbrella company:	Workwell Contractor Solutions
Your employer:	Workwell Contractor Solutions
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you:	Workwell Contractor Solutions
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 candidate's tax and other deductions and then pay you for the work undertaken for the hirer. AGENCY 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:	Workwell Contractor Solutions
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:	To be confirmed for each role.
Deductions from intermediary or umbrella income required by law:	N/A
Any other deductions from umbrella income (to include amounts or how they are calculated)	CIS margin of £17.00 per week.

Expected or minimum rate of pay:	To be confirmed for each role.
Deductions from your pay required by law:	CIS tax at the relevant rate verified with HMRC. 20% assumed in example.
Any other deductions or costs taken from your pay (to include amounts or how they are calculated:	None
Any fees for goods or services:	None
Holiday entitlement and pay:	N/A
Additional benefits:	A free comprehensive insurance package which includes personal accident and commute to work. A range of perks and discounts from our selected partners.

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£800.00 per week (excluding VAT) based on a 40 hour week	
Deductions from intermediary or umbrella income required by law:	None	
Any other deductions or costs taken from intermediary or umbrella income:	CIS margin £17.00	
Example rate of pay to you:		Gross Income £783.00
Deductions from your pay required by law:		CIS Deductions £156.60
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£626.40