

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](#)

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:	Worker
Name of employment business:	Progressive Recruitment
Name of intermediary or umbrella company:	View approved suppliers list here .
Your employer:	View approved suppliers list here .
Type of contract you will be engaged under:	Employment
Who will be responsible for paying you:	View approved suppliers list here .
How often the umbrella company and you will be paid:	Weekly or monthly depending on timesheet intervals as decided by End Client.

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:	View approved suppliers list here .
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	Customer/Supplier relationship. Progressive Recruitment operates an Approved Supplier List of Umbrella companies which is reviewed every two years.
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£1875 per week

Deductions from intermediary or umbrella income required by law:	Employer's National Insurance Apprenticeship Levy Pension contribution
Any other deductions from umbrella income (to include amounts or how they are calculated)	Umbrella company margin – £27.6 This number is an average of the margins charged across the Umbrella companies on our ASL so it will differ depending on the Umbrella company you choose.

Expected or minimum rate of pay to you:	At least National Minimum/Living Wage dependant on age
Deductions from your wage required by law:	PAYE Income Tax National Insurance
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	Student loans payment if applicable
Any fees for goods or services:	No
Holiday entitlement and pay:	28 days per year
Additional benefits:	Dependent on the Umbrella company you select from the ASL.

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£1875.00 weekly	
Deductions from intermediary or umbrella income required by law:	£202.92 Employer's NICs £8.18 Apprenticeship Levy	
Any other deductions or costs taken from intermediary or umbrella income:	£27.6 Umbrella Company Margin	
Example rate of pay to you:		£1636.30
Deductions from your pay required by law:		£414.18 PAYE Income Tax £109.01 E'ees NICs
Any other deductions or costs taken from your pay:		No
Any fees for goods or services:		No
Example net take home pay:		£1113.12