



## **Key Information Document – Engaging with Agile Recruit via Umbrella Companies (Orange Genie Cover Ltd)**

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 in your contract of employment with your umbrella company

[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**

<b>Name of employment business:</b>	Agile Recruitment Ltd (trading as Agile Recruit)
<b>Name of intermediary or umbrella company:</b>	Orange Genie Umbrella
<b>Your employer:</b>	Orange Genie Cover Ltd
<b>Type of contract you will be engaged under:</b>	Permanent Employment Contract
<b>Who will be responsible for paying you:</b>	Orange Genie Cover Ltd
<b>How often the umbrella company and you will be paid:</b>	Weekly (based on 30 day payment terms)

### **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.

<b>Name of intermediary or umbrella company:</b>	Orange Genie Cover Ltd
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	None
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	£300.00 per day Gross pay to the umbrella company will be an amount equivalent to the gross pay due to the worker plus the deductions required by law from umbrella income plus the umbrella margin
<b>Deductions from intermediary or umbrella income required by law:</b>	Employer's National Insurance Employer's Pension Contribution Apprenticeship Levy Holiday Pay

<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	£15.00 Umbrella Company Margin
<b>Expected or minimum rate of pay to you:</b>	Not less than the applicable National Minimum/National Living Wage rate dependent on age
<b>Deductions from your wage required by law:</b>	PAYE Income Tax Employee's National Insurance Employee's Pension Contribution
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated):</b>	No
<b>Any fees for goods or services:</b>	No
<b>Holiday entitlement and pay:</b>	Holiday entitlement is 28 days per annum and this is calculated as a percentage of Gross Pay, currently 12.07%.
<b>Additional benefits:</b>	Statutory Employment Rights. Access to Employee Health, Wellbeing and Benefits platform

#### EXAMPLE PAY

	<b>Intermediary or umbrella fees</b>	<b>Worker fees</b>
<b>Example gross rate of pay to intermediary or umbrella company from us:</b>	<b>£1500.00</b>	
<b>Deductions from intermediary or umbrella income required by law:</b>	<b>£154.04 Employers NICs £25.26 Employer's pension £6.50 Apprenticeship Levy £156.81 Holiday Pay</b>	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	<b>£15.00 Umbrella Company Margin</b>	
<b>Example rate of pay to you:</b>		<b>£1142.39 Gross Pay £156.81 Holiday Pay</b>
<b>Deductions from your pay required by law:</b>		<b>£262.46 PAYE Income Tax £100.22 Employee NICs £42.10 Employee Pension contribution</b>
<b>Any other deductions or costs taken from your pay:</b>		<b>No</b>
<b>Any fees for goods or services:</b>		<b>No</b>
<b>Example net take home pay:</b>		<b>£894.42</b>