

This document sets out key information about your relationship with Search Consultancy Limited (“Search”) and the Umbrella Company used in your engagement, including details about pay, holiday entitlement and other benefits.

The Fair Work Agency is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 0345 161 6000 or through the Acas helpline on 0300 123 1100 Monday to Friday, 8 am to 6 pm.

You can choose to be paid through an Umbrella Company: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for Search. Search will be responsible for 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 will be provided by the Umbrella Company.

Search has undertaken limited checks on this Umbrella Company including compliance checks, on-site audits, payslip reviews and accreditation checks (FCSA or Professional Passport). Search cannot make any guarantees as to suitability or comparative benefits so you should undertake your own checks in order to decide which company is most suitable.

Name of employment business:	Search Consultancy Limited
Type of contract you will be engaged under:	Contract of service
Who you will be employed by:	Sapphire DNP Limited
Who will be responsible for paying you:	Sapphire DNP Limited
How often you will be paid:	Weekly

Any business connection between the umbrella company, the employment business and the person responsible for paying you:	None
Expected or minimum gross rate of pay transferred to the Umbrella Company from us:	£16.90 per hour Search will pay the Umbrella Company weekly.
Deductions from Umbrella Company income required by law:	Employers NI, Employers Pension & Apprenticeship Levy
Expected or minimum rate of pay to you:	Not less than the National Minimum Wage
Deductions from your wage required by law:	Tax, Employees NIC & Employees’ Pension

Any other difference between the Umbrella Company's income and your pay:	Umbrella fee per timesheet - £20.00
Any fees for goods or services:	Umbrella fee as above
Holiday entitlement and pay:	28 days per year inclusive of bank holidays at 12.07% of gross pay, to be paid as leave is taken or in advance (rolled up) (subject to the Umbrella contract).
Additional Benefits:	None

EXAMPLE OF PAY (PAYE Umbrella)

	Umbrella Company fees	Worker fees
Example gross rate of pay to Umbrella Company from us:	£676.00 (40 hrs @ £16.90)	
Deductions from Umbrella Company income required by law:	£70.92 Employers NI £13.46 Employers Pension £2.84 App Levy	
Any other deductions or costs taken from Umbrella Company income:	£20.00 Umbrella Company fee*	
Example rate of pay to you:		£508.40 (40 hrs @ £12.71) £60.38 Holiday Pay <u>£568.78 Total Gross Pay</u>
Deductions from your pay required by law:		£65.40 Tax £26.14 NI £22.45 Pension
Example net take home pay:		£454.78

* For this example, we have assumed a £20.00 fee.