pontoon

Key Information Document

(Umbrella)

This document sets out key information about your relationship with Pontoon Europe Limited, Workwell Solutions Limited and you, the Individual, including details about pay, holiday entitlement and other benefits. Further information can be found in your contract of employment with your umbrella company

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, 8am to 6pm.

You have chosen 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 the hirer. 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 as your employer. All the deductions made which affect your wage are listed below. If you have any queries about these please contact umbrella company

GENERAL INFORMATION

Name of Employment Business	*Pontoon Europe Limited*
Name of umbrella company	*Workwell Solutions Limited*
Your employer	*Workwell Solutions Limited*
The type of contract You will be engaged on:	*contract of service (employment)*
Who will be responsible for paying You:	*Workwell Solutions Limited*
Any business connection between the employment business, the umbrella company, your employer and the, person responsible for paying you	*None*
The rate of pay (or minimum gross rate of pay) we expect to transfer to the umbrella company (a)	£200
The rate of pay (or minimum gross rate of pay) we expect the umbrella company to pay you:	*No Less than National Minimum Wage*
How often we will pay the umbrella company	*Weekly*
How often the umbrella company will pay you:	*Weekly*
Costs and deductions required by law which we will make to the sum paid to the umbrella company	Employers NI Apprenticeship Levy Employers Pension Contributions Holiday Pay Accrual
Costs and deductions required by law which will be made by the umbrella company to the sum paid to you	*PAYE* *Employees NI* *Student Loan*
Any other deductions or costs taken from your wage (to include amounts/how they are calculated)	None
Any other costs and deductions which will affect the amount we pay to the umbrella	None

company *Please provide the nature **and amount** (or where the amount is not known, the method of calculation)*	
Any other costs and deductions which will affect the amount the umbrella company pay to you *Please provide the nature **and amount** (or where the amount is not known, the method of calculation)*	*Employee pension contribution*
Any fees for goods/services for which you must pay:	None
Any further explanation of the difference between the rate of remuneration/minimum rate of remuneration payable to /expected to be achieved for the limited company/umbrella and the net rate of remuneration payable to/expected to be achieved for the Individual (if not fully explained above)	
Any non-monetary benefits You are entitled to receive	Marketing leading employee benefits scheme, including wellbeing packages and shopping discounts
Entitlement to any annual leave and holiday pay	28 days per year, either paid to you in addition to your salary (the expected or minimum rate of pay to you noted above), or payable to you as and when you request holiday
Details of any opt-out agreement	

EXAMPLE PAY

	Intermediary or umbrella fees	**Worker fees**
Example gross rate of pay to intermediary or umbrella company from us:	£1000	
Deductions from intermediary or umbrella income required by law:	**Employers NI:** £ 114.20 **Apprenticeship Levy:** £ 4.29 **Employer's Pension**: £0	
Any other deductions or costs taken from intermediary or umbrella income:	**Umbrella Margin**: £24	
Example rate of pay to you:		**Gross:** £765.16 + **Holiday Pay:** £92.35
Deductions from your pay required by law:		**Employee's NI**: £49.26 **PAYE**: £123.16 **Student Loan/:** £0
Any other deductions or costs taken from your pay:		**Employee Pension**: £0
Any fees for goods or services:		None
Example net take home pay:		£685.09