

Key Information Document

This document sets out key information about your relationship with us, your Recruitment Agency, and iConsult, your umbrella company, including details about pay, holiday entitlement and other benefits.

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 0207 215 5000 or through the ACAS Helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Contractor Name:	TBC
Name of Recruitment Company:	Heat Recruitment Ltd
Name of Umbrella Company:	iConsult
Your employer:	iConsult Payment Solutions Ltd
Type of contract you will be engaged under:	iConsult Overarching Employment Contract, matching permanent pay
Who will be responsible for paying you:	iConsult
How often the umbrella company and you will be paid:	Weekly

ICONULT PAY INFORMATION

You are being paid through an umbrella company, iConsult: 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 iConsult 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 show you as an employee of iConsult.

Name of umbrella company:	iConsult
Any business connection between the umbrella company, the recruitment business and the person responsible for paying you:	No
Expected or minimum gross rate of pay transferred to iConsult from the Recruitment Business:	£2250 per week (£450 contracted rate per day) based on 5 working days per week
Deductions from umbrella income required by law:	Employers National Insurance, Apprenticeship Levy, Employer Pension Contributions,

	Holiday Pay
Any other deductions from umbrella income (to include amounts and/or how they are calculated)	Employer Margin £25 per timesheet (weekly)
Expected or minimum rate of pay to you:	Contractual earnings less iConsult margin and Employers National Insurance
Deductions from your wage required by law:	Employees National Insurance, PAYE, Employees Pension Contribution If relevant, student or postgraduate loan deductions If relevant, earnings attachment orders
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	
iConsult Margin for services:	£25 Weekly
Holiday entitlement and pay:	Statutory 20 days Annual Holiday Entitlement plus Bank Holidays (8 Days)
Additional benefits:	All employees have access to the iConsult Rewards and Benefits Platform at no cost to them. All employees are covered by our Business insurance: £10m Employer Liability £5m Public and Products Liability £2m Professional Indemnity This is included as standard at no additional cost.

EXAMPLE WORKER PAY ILLUSTRATION - WEEKLY

	Pay Illustration – iConsult	Pay Illustration – Worker
Gross rate of pay to iConsult from Recruitment Agency:	£2250.00	
Deductions from iConsult income required by law:	£280.06	
Any other deductions or costs taken from iConsult income:	Employer margin = £25	
Rate of pay to you:		£1902.84
Deductions from your pay required by law:		Income tax = £519.00 Employee National Insurance = £113.52 Employee Pension Contribution = £42.10

Any other deductions or costs taken from your pay:		£0
Any fees for goods or services:		£0
Net take home pay:		£1337.68 (Includes Employers Pension Contribution £25.26 and Employees' Pension Contribution £42.10)