



Key Information Document for Agency Workers

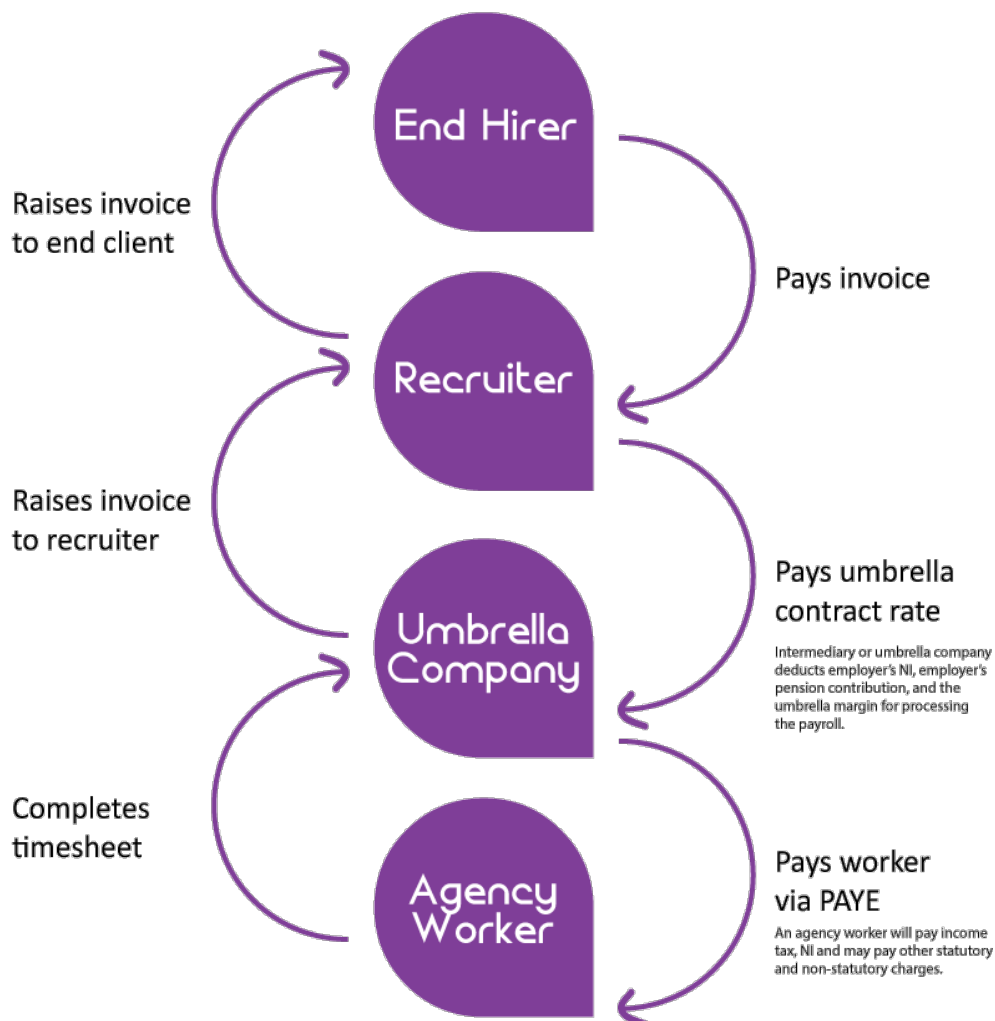
Working via Clarity Umbrella Ltd.

As part of our obligations under [Reg 13A of the Conduct of Employment Agencies & Employment Businesses Regulations 2013](#), we have provided key document information for the agency workers who may wish to enter into employment with Clarity Umbrella under UK PAYE Employment for their assignment. The Employment Agency Standards inspectorate (EAS) will enforce compliance with this regulation and can be contacted via email at eas@beis.gov.uk or by telephone on 0207 215 5000, or in writing to: Employment Agency Standards Inspectorate, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London, SW1H 0ET.

As an employee of Clarity Umbrella, what can you expect?

1. PATH OF INCOME

This diagram helps ensure that you are aware of the deductions made throughout the supply chain when engaging with Clarity Umbrella. This should help avoid common confusion about when deductions are made and why.





2. KEY FACTS

FACT	INFORMATION
NAME OF WORKER	XXXXXXX
CONTRACT TYPE	Over-arching Contract of Employment Pay Comparator Model
NAME OF EMPLOYMENT BUSINESS	XXXXXXX
NAME OF INTERMEDIARY OR UMBRELLA COMPANY (THE 'WORK-SEEKER')	Clarity Umbrella Ltd Reg No: 12210720 VAT No: 332 8637 92
WHO WILL EMPLOY THE WORKER	Clarity Umbrella Ltd
WHO WILL PAY THE WORKER	Clarity Umbrella Ltd
ANY BUSINESS CONNECTION BETWEEN THE INTERMEDIARY OR UMBRELLA COMPANY AND THE EMPLOYMENT BUSINESS (and, if different, the employer worker and the person who will pay the worker)	No
PAY INTERVALS	Weekly / Monthly

INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

FACT	INFORMATION
RATE OF PAY TO THE INTERMEDIARY OR UMBRELLA COMPANY (THE 'WORK-SEEKER') (Invoice Value)	£ XXXXXX Per Day / Hour
STATUTORY DEDUCTIONS FROM INTERMEDIARY OR UMBRELLA COMPANY INCOME	Employers National Insurance 13.8% Apprenticeship Levy or Employment Taxes 0.05% of the payroll figure (if applicable) Employers Pension Contributions (under auto-enrolment) 3% Holiday Pay (accrued at 12.07% of the taxable salary) (requests can be made to roll up holiday if required).
NON-STATUTORY DEDUCTIONS FROM INTERMEDIARY OR UMBRELLA COMPANY INCOME	Umbrella Margin for processing the payroll <i>Clarity Umbrella applies a margin of £25.00 for a weekly invoice and £95.00 for a monthly invoice taken from the contract rate before the taxable salary is reached.</i> ID / Right to Work Checks <i>One off charge of £3.60 will be on the first payroll in order for the Right to Work check to be verified in line with Home Office Guidance.</i>



WORKER PAY INFORMATION

FACT	INFORMATION
EXPECTED OR MINIMUM RATE OF PAY TO THE INDIVIDUAL	No employee of Clarity Umbrella Ltd will be payrolled at less than National Minimum Wage. In order to comply with legislation this means that no worker will be engaged on less than £13.20 per hour contract rate.
STATUTORY DEDUCTIONS FROM THE WORKER'S PAY	Income Tax or PAYE (at 20%, 40%, 45% dependant on earnings) Employees National Insurance 12% Employees Pension (under auto-enrolment via salary sacrifice) 5% Student Loan (if applicable)
NON-STATUTORY DEDUCTIONS FROM THE INDIVIDUALS PAY	GAYE (if applicable via salary sacrifice)
ANY FEES FOR GOODS AND SERVICES	N/A
ANY OTHER DIFFERENCE BETWEEN THE UMBRELLA COMPANY'S INCOME AND THE WORKER'S NET PAY	No
ANY OTHER BENEFITS	All Clarity Umbrella employees are enrolled into our Contractor Rewards program giving access to online and in store discounts. This benefit is added FOC.
LEAVE ENTITLEMENT	5.6 weeks per annum pro rata
ANY OPT OUT AGREEMENT UNDER REGULATION 32	The Conduct of Employment Agencies and Employment Businesses legislation was introduced in 2003. The decision of whether to opt-in to or opt-out from the requirements of the legislation is a decision, which should be made by each individual contractor; our experience is that the vast majority opt-out but we cannot advise you on the matter. Governmental guidance on the Regulations and their possible impact on you as a contractor can be found here http://www.bis.gov.uk/files/file24248.pdf “.



AN EXAMPLE PAY STATEMENT FOR A WORKER ON £300 PER DAY (20 DAYS PER MONTH):

REPRESENTATIVE EXAMPLE STATEMENT	UMBRELLA INCOME MONTHLY (20 WORKING DAYS)	UMBRELLA INCOME MONTHLY (20 WORKING DAYS) WITH AE PENSION
EXAMPLE GROSS RATE OF PAY TO INTERMEDIARY OR UMBRELLA COMPANY FROM US	£300.00 X 20 = GROSS CONTRACT RATE <u>£6,000.00</u>	£300.00 X 20 = GROSS CONTRACT RATE <u>£6,000.00</u>
DEDUCTIONS FROM INTERMEDIARY OR UMBRELLA COMPANY REQUIRED BY LAW (Employers NI, Apprenticeship Levy, etc.)	Employers NI - £624.12 Apprenticeship Levy / Employment Taxes - £26.27	Employers NI - £608.54 Apprenticeship Levy / Employment Taxes - £25.71 Employers Pension (Based on Auto Enrolment) - £48.38
ANY OTHER DEDUCTIONS FROM INTERMEDIARY OR UMBRELLA INCOME	Margin - £95.00 per month	Margin - £95.00 per month
EXAMPLE RATE OF PAY TO YOU (TAXABLE SALARY)	MONTHLY SALARY <u>£5,254.61</u>	MONTHLY SALARY <u>£5,236.74</u>
DEDUCTIONS FROM YOUR PAY REQUIRED BY LAW	Income Tax (PAYE) - £1,059.87 Employees NI - £426.75	Income Tax (PAYE) - £1,014.60 Employees NI - £424.49
ANY OTHER DEDUCTIONS OR COSTS FROM YOUR WAGE	-	Employees Pension (Based on Auto Enrolment) - £80.63
ANY FEES FOR GOODS OR SERVICES	Right to Work Verification - £3.60 (one off and not included in the final NET figure)	Right to Work Verification - £3.60 (one off and not included in the final NET figure)
EXAMPLE NET TAKE HOME PAY (following all estimated deductions, costs & fees)	NET PAY <u>£3,767.98</u> (no pension)	NET PAY <u>£3,702.65</u> (AE pension)

ASSUMPTIONS FOR UMBRELLA INCOME: Please note in order to provide an umbrella take home pay example, there are a few assumptions that have to be made. The calculation above assumes that the employee is on a standard tax code (1250L) and is provided on a Month 1 basis, which means only one month's tax-free allowance is applied. It is also based on 2020/2021 PAYE and National Insurance figures.



AN EXAMPLE PAY STATEMENT FOR A WORKER ON £500 PER DAY (20 DAYS PER MONTH):

REPRESENTATIVE EXAMPLE STATEMENT	UMBRELLA INCOME MONTHLY (20 WORKING DAYS)	UMBRELLA INCOME MONTHLY (20 WORKING DAYS) WITH AE PENSION
EXAMPLE GROSS RATE OF PAY TO INTERMEDIARY OR UMBRELLA COMPANY FROM US	£500.00 X 20 = GROSS CONTRACT RATE <u>£10,000.00</u>	£500.00 X 20 = GROSS CONTRACT RATE <u>£10,000.00</u>
DEDUCTIONS FROM INTERMEDIARY OR UMBRELLA COMPANY REQUIRED BY LAW (Employers NI, Apprenticeship Levy, etc.)	Employers NI - £1,107.06 Apprenticeship Levy / Employment Taxes - £43.77	Employers NI - £1,091.48 Apprenticeship Levy / Employment Taxes - £43.21 Employers Pension (Based on Auto Enrolment) - £48.38
ANY OTHER DEDUCTIONS FROM INTERMEDIARY OR UMBRELLA INCOME	Margin - £95.00 per month	Margin - £95.00 per month
EXAMPLE RATE OF PAY TO YOU (TAXABLE SALARY)	MONTHLY SALARY <u>£8,754.17</u>	MONTHLY SALARY <u>£8,641.30</u>
DEDUCTIONS FROM YOUR PAY REQUIRED BY LAW	Income Tax (PAYE) - £2,459.70 Employees NI - £496.74	Income Tax (PAYE) - £2,414.20 Employees NI - £494.49
ANY OTHER DEDUCTIONS OR COSTS FROM YOUR WAGE	-	Employees Pension (Based on Auto Enrolment) - £80.63
ANY FEES FOR GOODS OR SERVICES	Right to Work Verification - £3.60 (one off and not included in the final NET figure)	Right to Work Verification - £3.60 (one off and not included in the final NET figure)
EXAMPLE NET TAKE HOME PAY (following all estimated deductions, costs & fees)	NET PAY <u>£5,797.73</u> (no pension)	NET PAY <u>£5,732.61</u> (AE pension)

ASSUMPTIONS FOR UMBRELLA INCOME: Please note in order to provide an umbrella take home pay example, there are a few assumptions that have to be made. The calculation above assumes that the employee is on a standard tax code (1250L) and is provided on a Month 1 basis, which means only one month's tax-free allowance is applied. It is also based on 2020/2021 PAYE and National Insurance figures.



For a full breakdown of your details, please visit <https://clarityumbrella.co.uk/contractor-information/umbrella-take-home-pay-calculator/> and simply enter your gross invoice amount and frequency, and hit calculate. If you would like a more bespoke calculation with a pension contribution, student loan or a different tax code, then you can complete the Request A Calculation from the bottom of the page and one of the team will come back to you with your bespoke illustration.

The screenshot shows a web form for calculating take-home pay. It includes a calculator icon, a frequency selector (Weekly/Monthly), an income input field, a 'Calculate' button, and a results table. Callouts point to the frequency selector, the 'Calculate' button, and the 'Total Net Income' result.

Weekly Income	£
Employer National Insurance	£
Employment Tax	£
Employee National Insurance	£
Employee Tax	£
Total All Tax	£
Margin	£
Total Net Income	£

We do hope the information included within this KID document is useful, however we are more than happy to talk you through anything, which may be unclear. If this would be of use, then you can complete the [“Request a Callback”](#) from our website and we will call you at a convenient time for you, or alternatively you can catch us on our line chat at www.clarityumbrella.co.uk.

Many thanks from myself, and the team here at Clarity.

Lucy Smith
Managing Director