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### Ovio Solutions – Umbrella

This document sets out key information about the relationship with OSS and the contracting company/intermediary/umbrella company used in your engagement (should you use one). This document also includes details about pay, holiday entitlement along with other services and benefits. Further information can be requested by emailing Optima Site Solutions Ltd on [construction@optimasitesolutions.com](mailto:construction@optimasitesolutions.com) or calling 0208 7839222.

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 4566 5333 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

### GENERAL INFORMATION

Your name:	A.N EXAMPLE
Name of employment business:	Optima Site Solutions Ltd
Name of intermediary or umbrella company:	Ovio Solutions Ltd
Your employer:	Ovio Solutions Ltd
Type of contract you will be engaged under:	Contract of Services
Who will be responsible for paying you:	Ovio Solutions Ltd
How often the umbrella company and you will be paid:	Weekly

### 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.

Name of intermediary or umbrella company:	Ovio Solutions Ltd
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£16.39
Deductions from intermediary or umbrella income required by law:	Employers NI Apprenticeship levy Employers Pension
Any other deductions from umbrella income (to include amounts or how they are calculated)	Company Margin  <i>Company margin 8% capped at £25 with contract for services including public, personal &amp; accident insurances.</i>

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Expected or minimum rate of pay to you:	£12.21
Deductions from your wage required by law:	Employee National Insurance Tax
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	Employee Pension at 5%
Any fees for goods or services:	None
Holiday entitlement and pay:	12.07% of Gross Taxable Earnings
Additional benefits:	Not applicable

#### EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£665.60 Weekly Contract Rate £16.39 x 40 Units	
Deductions from intermediary or umbrella income required by law:	£67.70 Employers National Insurance £2.73 Apprenticeship Levy £12.82 Employer Pension	
Any other deductions or costs taken from intermediary or umbrella income:	£25.00 Weekly Margin	
Example rate of pay to you:		£488.40 Weekly £58.95 Weekly Holiday Paid "Rolled Up"
Deductions from your pay required by law:		£56.80 Tax (1257L) £24.43 Employees National Insurance
Any other deductions or costs taken from your pay:		£21.37 Employee Pension
Any fees for goods or services:		None
Example net take home pay:		£444.75 Weekly

Company margin 8% capped at £25 with contract for services including public, personal & accident insurances.