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Sapphire Contracting – 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 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:	Sapphire Contracting Ltd
Your employer:	Sapphire Contracting Ltd
Type of contract you will be engaged under:	Contract of Services
Who will be responsible for paying you:	Sapphire Contracting 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:	Sapphire Contracting 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:	£20
Deductions from intermediary or umbrella income required by law:	Not applicable
Any other deductions from umbrella income (to include amounts or how they are calculated)	Company Margin <i>Company margin at £20 with contract for services including public, personal & accident insurances.</i>

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Expected or minimum rate of pay to you:	£12.71
Deductions from your wage required by law:	Employee National Insurance Income Tax Apprenticeship Levy
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	Not applicable
Any fees for goods or services:	Not applicable
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:	£800.00 Weekly Contract Rate £20.00 x 40 Units	
Deductions from intermediary or umbrella income required by law:	£88.77 Employers National Insurance £3.41 Apprenticeship Levy	
Any other deductions or costs taken from intermediary or umbrella income:	£20.83 Weekly Margin	
Example rate of pay to you:		£613.72 Weekly £74.08 Holiday Pay
Deductions from your pay required by law:		£89.00 Tax £35.66 Employee National Insurance
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£563.14 Weekly