

KEY INFORMATION DOCUMENT

This document sets out key information about your relationship with us and the intermediary or umbrella company used in your engagement, including details about pay, holiday entitlement and other benefits.

Further information can be found [here](#)

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 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Name of employment business:	Lonsite Ltd
Name of intermediary or umbrella company:	One of the below: Unity Contracting Services Limited (Tel: 0208 452 4286) Navigate Contracting (Tel: 01707 655332)
Your employer:	One of the below: Unity Contracting Services Limited (Tel: 0208 452 4286) Navigate Contracting (Tel: 01707 655332)
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	One of the below: Unity Contracting Services Limited (Tel: 0208 452 4286) Navigate Contracting (Tel: 01707 655332)
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:	One of the below: Unity Contracting Services Limited (Tel: 0208 452 4286) Navigate Contracting (Tel: 01707 655332)
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:	£13.64 per hour
Deductions from intermediary or umbrella income required by law:	Employer National Insurance Apprentice Levy Employer Pension Contribution 3% (Elective)
Any other deductions from umbrella income (to include amounts or how they are calculated):	Company Margin - £20 per week
Expected or minimum rate of pay to you:	£10.42 per hour
Deductions from your wage required by law:	Income Tax Employee National Insurance Employee Pension Contribution at 4% net/5% gross (Elective)
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	None
Any fees for goods or services:	None
Holiday entitlement and pay:	Your holiday entitlement is 28 days including public holidays. This equates to 12.07% of your gross pay. This will be paid to you in addition to the minimum rate of pay expected to be paid to you (as above).
Additional benefits:	None

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£1,000.00 weekly (40hrs at £25.00)	
Deductions from intermediary or umbrella income required by law:	£94.41 Employers N.I £4.30 Apprentice Levy £22.17 Employers Pensions	
Any other deductions or costs taken from intermediary or umbrella income:	£20 Company Margin	
Example rate of pay to you:		£859.12 Weekly (40 hrs at £10.42 + £349.79= £766.59 Gross Pay) + £92.53 Holiday entitlement
Deductions from your pay required by law:		£123.40 Income Tax £74.05 EE National Insurance £29.56 Employees Pensions
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£632.11