

Orbital Payroll Group Ltd

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.

Name of employment business:	i-texo Recruitment Ltd
Name of intermediary or umbrella company:	Orbital Payroll Group Ltd
Your employer:	Orbital Payroll Group Ltd – Employed OR Orbital Management Services Ltd – CIS payments – Self Employed Sole Trader
Type of contract you will be engaged under:	Umbrella PAYE: Contract of Employment and Orbital Umbrella Ltd OR CIS: Contract for services
Who will be responsible for paying you:	Orbital Umbrella Ltd – Umbrella PAYE payments OR Orbital Management Services Ltd – CIS payments
How often the umbrella company and you will be paid:	Weekly

Your right to withdraw or cancel:

Orbital Payroll Group Ltd have a no notice period policy, worker can with draw at any time, no penalties will be incurred. I-texo Recruitment Ltd require notice in line with our Terms of Engagement and the relevant Assignment Confirmation Note.

Circumstances if any in which refunds or rebates are payable and scale of rebates / refunds:

No refunds or rebates offered.

Additional benefits:

Free Personal Accident Cover insurance; Orbital Rewards (discounts on High Street and online shops); online portal where you can access payslips and documents 24/7; FCSA members and fully compliant.

How Are You Paid?

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.

Example Pay - Umbrella

Based on a 40 hour week at a rate of £10.64 per hour with Tax Code 1250L

Total gross pay: £425.60

Other deductions:

Employers National Insurance (at 13.8%) = **£23.39**
 Holiday Pay (at 12.07%) = **£40.49**
 Employers Pension (at 3%) = **£6.53**
 App Levy (at 0.5%) = **£1.68**

Total: £72.09

Fees from Orbital Payroll:

Company Margin per week, not per timesheet:
 Gross Earnings above £300 – **£18 charge**
 Gross Earnings £100-£300 – **£13 charge**
 Earnings under £100 – **Free**

Max: £18

Gross pay before statutory deductions = £335.51

Deductions required by law:

Income Tax (at 20% after first £240 per week) = **£16.80**
 National Insurance Contributions (at 12% after first £166 per week) = **£20.34**
 Auto-enrolment Pension Contribution (at 5%) = **£10.88**

Total: £48.02

Total Gross: £425.60

Total Deductions: £138.11

Net take home pay = £287.49

If holiday is rolled in = £309.75

Example Pay - Umbrella

Based on a 40 hour week at a rate of £16 per hour with Tax Code 1250L

Total gross pay: £640

Other deductions:

Employers National Insurance (at 13.8%) = **£46.26**
 Holiday Pay (at 12.07%) = **£60.50**
 Employers Pension (at 3%) = **£11.50**
 App Levy (at 0.5%) = **£2.51**

Total: £120.77

Fees from Orbital Payroll:

Company Margin per week, not per timesheet:
 Gross Earnings above £300 – **£18 charge**
 Gross Earnings £100-£300 – **£13 charge**
 Earnings under £100 – **Free**

Max: £18

Gross pay before statutory deductions = £501.23

Deductions required by law:

Income Tax (at 20% after first £240 per week) = **£48.20**
 National Insurance Contributions (at 12% after first £166 per week) = **£40.23**
 Auto-enrolment Pension Contribution (at 5%) = **£19.16**

Total: £107.59

Total Gross: £640

Total Deductions: £246.36

Net take home pay = £393.64

If holiday is rolled in = £426.66

Key Information Document

Example Pay – CIS

Based on a 40 hour week at a rate of £16 per hour

Total gross pay: £640

Fees from Orbital Payroll:

Company Margin per week, not per timesheet:

Gross Earnings above £300 – **£18 charge**

Gross Earnings £100-£300 – **£13 charge**

Earnings under £100 – **Free**

Max: £18 per week

Gross pay before statutory deductions = £622

Deductions required by law:

20% CIS Tax = **£124.40**

Total: £124.40

Total Gross: £640

Total Deductions: £124.40

Net take home pay = £497.60
