



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 at www.i-texo.co.uk.

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

Your name:	
Name of employment business:	I Texo Recruitment Ltd
Name of intermediary or umbrella company:	Omnia Outsourcing Limited 0118 3348588 info@omniaoutsourcing.com
Your employer:	Omnia Outsourcing Limited
Type of contract you will be engaged under:	PAYE Employment Contract
Who will be responsible for paying you:	Omnia Outsourcing Limited
How often the umbrella company and you will be paid:	Weekly in areas

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:	Omnia Outsourcing Limited 0118 3348588 info@omniaoutsourcing.com
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:	40 hours at £11.50 per hour

Deductions from intermediary or umbrella income required by law:	<ul style="list-style-type: none"> Employers National Insurance Apprenticeship Levy charge Holiday Pay included in the Gross amount Employers Pension Contributions (if applicable)
Any other deductions from umbrella income (to include amounts or how they are calculated)	Company Margin £0-£50 Gross – Free £50-£200 Gross - £10 per week £200-£300 Gross - £15 per week £300 plus - £18 per week

Expected or minimum rate of pay to you:	At least National Minimum/National Living Wage
Deductions from your wage required by law:	<ul style="list-style-type: none"> Income Tax Employee National Insurance Pensions Contributions (if applicable)
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:	Equivalent to 28 days paid holiday per year included in the amount paid to the umbrella company and advanced in your pay on a weekly basis as an addition to your basic pay.
Additional benefits:	

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	40 hours @ £11.50 = £460.00	
Deductions from intermediary or umbrella income required by law:	Holiday Pay - £43.76 ERs NI - £26.57 ERs Pension - £7.28 App Levy - £1.81	
Any other deductions or costs taken from intermediary or umbrella income:	Margin - £18.00	
Example rate of pay to you:		£362.58 Basic Pay £43.76 Holiday Pay
Deductions from your pay required by law:		Tax - £24.00 NI - £21.43 Pension - £9.70
Any other deductions or costs taken from your pay:		None

Any fees for goods or services:		None
Example net take home pay:		£307.45

UMBRELLA EXAMPLE £16ph x 40 hours

Name of intermediary or umbrella company:	Omnia Outsourcing Limited
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:	40 x £16ph = £640
Deductions from intermediary or umbrella income required by law:	<ul style="list-style-type: none"> • Employers National Insurance • Apprenticeship Levy charge • Holiday Pay included in the Gross amount • Employers Pension Contributions (if applicable)
Any other deductions from umbrella income (to include amounts or how they are calculated)	<p>Company Margin</p> <p>£0-£50 Gross – Free</p> <p>£50-£200 Gross - £10 per week</p> <p>£200-£300 Gross - £15 per week</p> <p>£300 plus - £18 per week</p>

Expected or minimum rate of pay to you:	At least National Minimum/National Living Wage
Deductions from your wage required by law:	<ul style="list-style-type: none"> • Income Tax • Employee National Insurance • Pensions Contributions (if applicable)
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:	Equivalent to 28 days paid holiday per year included in the amount paid to the umbrella company and advanced in your pay on a weekly basis as an addition to your basic pay.
Additional benefits:	

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	40 hours @ £16.00 = £640	



Deductions from intermediary or umbrella income required by law:	Holiday Pay - £60.56 ERs NI - £45.77 ERs Pension - £11.45 App Levy - £2.51	
Any other deductions or costs taken from intermediary or umbrella income:	Margin - £18.00	
Example rate of pay to you:		£501.71 Basic Pay £60.56 Holiday Pay
Deductions from your pay required by law:		Tax - £51.80 NI - £38.12 Pension - £15.27
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£396.52

Key Information Document (Self Employed Contractors/ CIS)

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 at www.i-texo.co.uk.

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

Your name:	
Name of employment business:	I-Texo Recruitment
Name of intermediary or umbrella company:	Omnia Outsourcing Limited 0118 3348588 info@omniaoutsourcing.com
Your employer:	N/A - Self Employed
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you:	Omnia Outsourcing Limited



How often the umbrella company and you will be paid:	Weekly in areas
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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:	Omnia Outsourcing Limited
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:	40 hours @£16.00 per hour
Deductions from intermediary or umbrella income required by law:	None
Any other deductions from umbrella income (to include amounts or how they are calculated)	Company Margin £0-£50 Gross – Free £50-£200 Gross - £10 per week £200-£300 Gross - £15 per week £300 plus - £18 per week

Expected or minimum rate of pay to you:	Contracted rate
Deductions from your wage required by law:	CIS Tax if applicable at appropriate rate verified by HMRC
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:	Not Applicable
Additional benefits:	

EXAMPLE PAY CIS

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	40 hours @ £16.00 = £640	
Deductions from intermediary or umbrella income required by law:	None	
Any other deductions or costs taken from intermediary or umbrella income:	Margin - £18.00	
Example rate of pay to you:		£622
Deductions from your pay required by law:		CIS Tax 20% - £124.40
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£497.60