

This document sets out key information about your relationship with Global Resourcing when you engage with us via an Umbrella Company and can be used to help you make an informed decision before commencing an assignment.

As each umbrella company may operate different processes and arrangements you are advised to carry out your own due diligence and obtain a full pay breakdown from your chosen umbrella company before confirming your engagement.

General Information

Name of Worker:	Agency Worker Name
Name of Employment Business:	Global Resourcing Limited
Name of Umbrella Company:	Your chosen Umbrella Company.
Name of employer:	Your chosen Umbrella Company.
Type of contract engaged under:	Contract of Employment or Contract for services
Who will be responsible for paying you:	Your chosen Umbrella Company.
How often will you and the umbrella be paid:	Weekly or Monthly
Any Business connection between the umbrella company, the employment business and the person responsible for paying you:	No
Expected or minimum gross rate of pay transferred to the umbrella company from Global Resourcing:	As agreed with Global Resourcing, at least the prevailing or current National Minimum Wage or National Living Wage. For the purpose of this Key Information Document rate of pay will be £120 per day.
Deductions from umbrella income required by law:	Employers National Insurance and Apprenticeship Levy and Employers Pension contribution of 3% of qualifying earnings if enrolled.
Any other deductions from umbrella income (to include amounts or how they are calculated)	Umbrella company margin. For the purpose of this Key Information Document rate of margin will be £15 per week.
Expected or minimum rate of pay to you:	As agreed with Global Resourcing, no lower than national minimum wage. For the purpose of this Key Information Document the rate of pay will be £120 per day.

Global Resourcing Limited

The Arena Building B Watchmoor Park, Riverside Way, Camberley, England, GU15 3YL

Tel: +44 (0)20 8253 1800 - **Website:** www.global-resourcing.com

VAT Number: 739 7056 01 - Registered in England & Wales No. 3390805

Deductions from your wage required by law:	Employee National Insurance, PAYE Income tax and Employees' Pension contribution of 5 % of qualifying earnings if enrolled.
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	Where directed by HMRC deductions for student loan repayments or attachment of earnings orders.
Any fees for goods or services:	None
Holiday entitlement and pay:	Statutory Holiday pay as a minimum, 20 days annual leave plus 8 bank holidays per annum (12.07%). Workers receive holiday pay in advance with their hours and therefore holiday pay is included in the example net take home calculation below. In accordance with Agency Workers Regulations 2010 there may be an increase in holiday if the companies holiday is higher than statutory.
Additional benefits:	Non-monetary benefits provided by the hirer under the Agency Workers Regulations 2010 if applicable.

Where you are being employed by an umbrella company, the umbrella company will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. Global Resourcing Ltd will still be trying to find 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.

Your payslip may show you as an employee of your chosen umbrella company.

Representative example of your pay

	Umbrella fees	Worker Fees
Example gross rate of pay to umbrella company from Global Resourcing:	£600 (£120 daily rate x 5 days per week)	
Deductions from umbrella income required by law:	£78.60 £75.60 Employers National Insurance £3.00 Apprenticeship Levy	
Any other deductions from umbrella income:	£15.00 Umbrella company margin	
Example rate of pay to you:		£506.40 £445.29 weekly basic pay £61.11 holiday pay

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Deductions from your pay required by law:		£74.03 £52.88 PAYE Income Tax £21.15 Employees National Insurance
Any other deductions or costs taken from your pay:		£0
Any fees for goods or services:		£0
Example net take home pay (after all estimated deductions costs & fees):		£371.53

We are providing this representation as a guideline and for information purposes only, it is not specific to any one assignment, umbrella company or individual.

The Fair Work Agency is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 0345 161 6000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

For more information on the deductions from umbrella income required by law:

[Employer National Insurance](#)
[Apprenticeship Levy](#)
[Employer Pension Contribution](#)

For more information on the deductions from worker income required by law:

[Employee National Insurance](#)
[PAYE Income Tax](#)
[Employee Pension Contribution](#)

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