

Key Information Document for Agency Workers

As part of our obligations under [Reg 13A of the Conduct of Employment Agencies & Employment Businesses Regulations 2013](#), we have provided a key information document for the agency workers who may wish to enter into employment with MyPay Limited under UK PAYE Employment for their assignment.

The Employment Agency Standards inspectorate (EAS) will enforce compliance with this regulation and can be contacted via email at eas@beis.gov.uk or by telephone on 0207 215 5000, or in writing to: Employment Agency Standards Inspectorate, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London, SW1H 0ET.

GENERAL INFORMATION:

Your name:	<<Employee Name>>
Name of employment business:	<<Agency Name>>
Name of intermediary or umbrella company:	MyPay Limited
Your employer:	MyPay Limited
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	MyPay Limited
How often the umbrella company and you will be paid:	MyPay operates a daily payroll and will pay on cleared funds/ authorisation from agency via FastPay (same day payment).

INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION:

Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	<<Pay Rate>>
Deductions from your wage required by law:	<ul style="list-style-type: none"> • Employees National Insurance Contribution • Income Tax • Employees' pension contribution if applicable

	<ul style="list-style-type: none"> • If relevant – student or postgraduate loan deductions • If relevant – earnings attachment orders
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:	Statutory Holiday pay is 20 days and 8 bank holidays. This is paid at 12.07% on an advanced or retained basis.
Additional benefits:	MyPay margin £27 per week (this is calculated from before deductions so effects net pay by £15 for basic rate tax payers and £12.50 for higher rate tax payers).

EXAMPLE PAY

(For an exact calculation based on your individual circumstances, please contact MyPay)

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	5 days @ £200 per day = £1000.00	
Deductions from intermediary or umbrella income required by law:	Employers NI £116.04 Apprenticeship Levy £4.35	
Any other deductions or costs taken from intermediary or umbrella income:	MyPay margin £10	
Example rate of pay to you:		£869.61
Deductions from your pay required by law:		Tax £125.40 NI £50.21
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£694.00