

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.harnham.com

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:	Harnham Search and Selection Limited
Name of intermediary or umbrella company:	PayStream My Max Limited
Your employer:	PayStream My Max Limited
Type of contract you will be engaged under:	Contract of Service
Who will be responsible for paying you:	PayStream My Max Limited
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:	PayStream My Max 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:	5 days x £350
Deductions from intermediary or umbrella income required by law:	Employer's NI Contributions (for the 2022-23 tax year, includes 1.25% uplift for NHS, health and social care) Apprenticeship Levy
Any other deductions from umbrella income (to include amounts or how they are calculated)	<ul style="list-style-type: none"> • £22 Margin per week • Employer Pension contribution <i>Calculated on qualifying earnings (Qualifying earnings are gross earnings above £118 if paid weekly/ £520 if paid monthly for 19/20) From April 2019, Minimum employer contribution = 3 %</i> • Salary Sacrifice (contractor dependant) • Accrued holiday pay and employer costs (contractor dependant)

Expected or minimum rate of pay to you:	National Minimum Wage/National Living Wage <ul style="list-style-type: none"> • Holiday Pay @ 12.07% • Any bonus/commission
Deductions from your wage required by law:	<ul style="list-style-type: none"> • PAYE • Employee's National Insurance
Any other deductions or costs taken from your wage (to include amounts or how they are calculated:	None in this example
Any fees for goods or services:	<ul style="list-style-type: none"> • Push Doctor: £2.49 pw - Contractor dependent • PAC: £2.49 pw - Contractor dependent
Holiday entitlement and pay:	<ul style="list-style-type: none"> • 28 Days per annum, inclusive of bank holidays, pro rata accordingly, to be paid as leave taken.
Additional benefits:	<ul style="list-style-type: none"> • PayStream Rewards • Employer's Liability, Professional Indemnity and Public/Products Liability Insurance • Tax relief on expenses depending on SDC assessment

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£1750	
Deductions from intermediary or umbrella income required by law:	Employers NI: £202.16 Apprenticeship Levy: £7.59	
Any other deductions or costs taken from intermediary or umbrella income:	PayStream Margin: £22.00 Employer's Pension: £0	
Example rate of pay to you:		Gross: £1,518.25
Deductions from your pay required by law:		Employee's NI: £113.97 PAYE: £365.40
Any other deductions or costs taken from your pay:		Employee Pension: £0
Any fees for goods or services:		Personal Accident Cover: £2.49 pw - Contractor dependent Push Doctor: £2.49 pw - Contractor dependent
Example net take home pay:		£1,038.88