

Key Information Document

This document sets out key information about your relationship with us and the umbrella company used in your engagement, including details about pay, holiday entitlement and other benefits

Further information can be found at <https://www.milestoneeducation.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:	Generate Umbrella KID
Name of employment business:	Milestone Education
Name of umbrella company:	Generate FS Ltd
Your employer:	Generate FS Ltd
Type of contract you will be engaged under:	Contract for services
Who will be responsible for paying you:	Generate FS Ltd
How often the umbrella and you will be paid:	Weekly

INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

You are being paid through an 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 umbrella company:	Generate FS Ltd
Connection between umbrella and employment business:	None
Expected or minimum gross rate of pay transferred to umbrella company from us:	£101.88 per Day
Deductions from umbrella income required by law:	Employer's national insurance - 15% above £96 per week Apprenticeship Levy - 0.5% Employer's pension contributions – if applicable, 3% between £120 and £967 per week
Any other deductions from umbrella income	Generate Margin: £21.00 per week
Minimum rate of pay to you	National Living/Minimum Wage
Deductions from your wage required by law:	Employee's National Insurance: 8% between £242 and £967 per week, 2% over £967 per week PAYE Income Tax: dependent on tax code Employee's Pension: if applicable, 5% (or higher if desired) of earnings between £120 and £967 per week Student or Postgraduate Loan: if applicable, dependent on plan Earnings Attachment Orders: if applicable, dependent on order
Any other deductions or costs taken from your wage:	None
Any fees for goods or services:	None

Holiday entitlement and pay:	Statutory minimum of 5.6 weeks/28 days paid leave for full time workers, pro-rated accordingly for part time workers. By default, holiday pay will be paid together with regular pay.
Additional benefits:	Online CPD courses, discounts at thousands of high street and online retailers, gym and travel discounts

EXAMPLE PAY

	Weekly intermediary / umbrella deductions	Weekly Worker Deductions
Example gross rate of pay to umbrella company from us:	£509.40	
Deductions from intermediary or umbrella income required by law: - employer's national insurance - apprenticeship levy - employer's pension contributions	£49.70 £2.14 £9.22	
Any other deductions or costs taken from intermediary or umbrella income: - Generate margin	£21.00	
Example rate of pay to you (including holiday pay): - of which basic pay - of which holiday pay		£427.34 £381.32 £46.02
Deductions from your pay required by law: - employee's national insurance - PAYE income tax (standard tax code) - employee's pension contributions		£14.83 £34.05 £15.37
Any other deductions or costs taken from your pay:		If applicable: Student loan Postgraduate loan Earnings attachment
Any fees for goods and services:		None
Example net take home pay (including holiday pay): - of which basic pay - of which holiday pay		£363.09 £323.99 £39.10