

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.

GENERAL INFORMATION

Your name:

Name of employment business:

Milestones Education

Name of intermediary or umbrella Company:

Milestones Education or AzebraPay Ltd

Your employer:

Milestones Education or AzebraPay Ltd

Type of contract you will be engaged under:

Contract of Services or Contract of Employment

Who will be responsible for paying you:

Milestones Education or AzebraPay Ltd

How often the umbrella company and you will be paid:

Weekly

OPTIONS OF PAYROLL PROVIDER

During your onboarding process, you will be given options of how you wish for your pay to be processed.

These options are listed as;

- PAYE via Milestones Education
- PAYE via our outsourced payroll provider
- Umbrella via our outsourced payroll provider
- PAYE via a payroll provider of your choice
- Umbrella via a payroll provider of your choice

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 on the next page.



INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

Name of intermediary or umbrella company:

- AzebraPay Ltd

Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:

- Milestones Education or AzebraPay Ltd (or other payroll provider)

Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us: (as of April 2023)

- National Living Wage (age 23+) £10.42
- Adult rate (age 21-22) £10.18
- Development rate (age 18-20) £7.49
- Young workers rate (age 16-17) £5.28
- Apprentice rate £5.28

Deductions from intermediary or umbrella income required by law:

- Employer national Insurance
- Apprenticeship Levy
- Employers Pension (Where applicable)
- Holiday Pay Provisions @12.07% of basic pay

Any other deductions from umbrella income (to include amounts or how they are calculated):

- Either 6% or Max £18 per payroll week

Expected or Minimum rate of pay to you:

- No less than National Minimum Wage

Deductions from your wage required by law:

- Income Tax
- Employees National Insurance
- Student Loans
- Employee's Pensions (where 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:

- DBS checks or any other agency deductions should be listed here

Holiday entitlement and Pay:

- 12.07% of Basic Pay

Additional benefits:

- None

Examples of pay on next page:

EXAMPLE PAY

Example gross rate of pay to intermediary or umbrella company from us:

- £75.30

Deductions from intermediary or umbrella income required by law:

Employer costs

- (NIERS and APP LEVY) £0.35
- Employers Pension £0.00
- Holiday Provision £7.59

Any other deductions or costs taken from intermediary or umbrella income:

- Fee £4.52

Example rate of pay to you:

- Basic £62.84
- Holiday £7.59

Deductions from your pay required by law:

- Tax £0.00
- Employees NI £0.00
- Employees Pension £0.00

Any other deductions of costs taken from your pay:

- £0.00

Any fees for goods or services:

- £0.00

Example net take home pay:

- £70.43