



Key Information Documents for Contractors

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Key Information Document – PSC

This document explains your pay information if you are engaged as a Personal Service Company (PSC), in which case the PSC is the work-seeker. This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits. You can find more information at www.mustardjobs.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

Name of employment business:	mustard jobs
Type of contract you will be engaged under:	Employment Contract
Who will be responsible for paying you (if different from your employer):	mustard jobs
How often you will be paid:	Weekly
Expected or minimum rate of pay:	No less than the national minimum wage
Deductions from your pay required by law, if the engagement is 'inside IR35':	PAYE tax, employee NI contributions and (where applicable) other deductions such as student loan contributions, postgraduate loan contributions etc.
Deductions from your pay required by law, if the engagement is 'outside IR35':	None
Any other deductions or costs from your pay (to include amounts or how they are calculated):	None
Any fees for goods or services:	None
Holiday entitlement and pay:	It is the responsibility of the PSC to provide holiday leave and pay to the individual worker
Additional benefits:	None

Representative example of your pay if the engagement is 'inside IR35'

Example rate pay:	£750 per week (example only)
Deductions from your wage required by law:	£175.85 (example only)
Any other deductions or costs from your wage:	None
Any fees for goods or services:	None
Example net take home pay:	£574.15 per week (example only)

Representative example of your pay if the engagement is 'outside IR35'

Example rate pay:	£750 per week (example only)
Deductions from your wage required by law:	None
Any other deductions or costs from your wage:	None
Any fees for goods or services:	None
Example net take home pay:	£750 per week (example only)

Conduct Regulations opt out

If you engage with an employment business as a PSC, then you can opt out of being covered by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Conduct Regulations).

The opt out must be given in writing to the employment business by both the PSC and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.

Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations.

This document is for information only and does not qualify as an agreement for opting out of the Conduct Regulations.

Key Information Document – Umbrella Company

This document sets out key information about your relationship with us and the umbrella company or other intermediary used in your engagement, including details about pay, holiday entitlement and other benefits. You can find more information at www.mustardjobs.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

Name of employment business:	mustard jobs
Name of intermediary or umbrella company:	The Umbrella Company (example)
Your employer:	The Umbrella Company
Type of contract you will be engaged under:	Employment Contract
Who will be responsible for paying you:	The Umbrella Company
How often the umbrella company and you will be paid:	Weekly

Umbrella company or other intermediary pay information

You are being employed by an umbrella company or other intermediary: 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 or other intermediary 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 or other intermediary listed below.

Name of umbrella company or other intermediary:	The Umbrella Company (example)
Any business connection between the umbrella company or other intermediary, the employment business and the person responsible for paying you:	None
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	£814 per week (example)
Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:	Employer's NIC, Employer's Pension Contribution, Apprenticeship Levy
Any other deductions that we will make to the gross amount paid to the umbrella or other intermediary's income:	Umbrella Company Margin, Salary Sacrifice (where applicable), Expenses (where applicable)
Expected or minimum rate of pay to you from the umbrella or other intermediary:	£706.49 per week (example)
Deductions from your wage required by law:	PAYE, Employee's NIC, Employee's Pension Contribution, Student Loan Repayment (where applicable), Postgraduate Loan Repayment (where applicable)

Any other deductions or costs taken from your wage:	None
Any fees for goods or services:	None
Holiday entitlement and pay:	5.6 weeks / 28 days for full-time workers, part-time will be pro-rated accordingly
Additional benefits:	None

Example pay

	Umbrella or other intermediary fees	Worker fees
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	£814 per week (example)	
Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:	£83.53	
Any other deductions that we will make to the gross amount paid to the umbrella or other intermediary's income:	£23.99	
Example rate of pay to you from the umbrella or other intermediary:		£706.49 per week (example)
Deductions from your pay required by law:		£154.50
Any other deductions or costs taken from your pay:		£0.00
Any fees for goods or services:		£0.00
Example net take home pay:		£551.99 per week (example)

Conduct Regulations opt out

If you are supplied via an umbrella company or other intermediary, then both parties can opt out of being covered by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Conduct Regulations).

The opt out must be given in writing to the employment business by both the umbrella or other intermediary and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.

Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations.

This document is for information only and does not qualify as an agreement for opting out of the Conduct Regulations.