

## GETTING PAID

## 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.

## General information

Name of employment business:	Zen Educate	Type of contract you will be engaged under:	Contract of Employment
Name of umbrella company:	KPPES Limited	Who will be responsible for paying you:	KPPES Limited
Your employer:	KPPES Limited	How often the umbrella company and you will be paid:	Weekly

## Umbrella company pay information

For days of work you deliver, you will be paid through an umbrella company: a third-party organisation that will calculate your tax and other deductions and then pay you for the work you delivered.

The money earned on your assignments will be transferred by Zen Educate 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. Your payslip will show you as an employee of the umbrella company listed below. If you have any queries about these please contact Zen Educate or contact KPPES Limited on 0345 371 0303.

Name of umbrella company:	KPPES Limited
Any business connection between the umbrella company, Zen Educate and the school	No business connection to report
Example of expected or minimum daily gross rate of pay transferred to the umbrella company from Zen Educate:	£80 per day worked

Deductions from umbrella income required by law:	Employer's National Insurance, Apprenticeship Levy & Employer's Pension Contribution (where applicable)
Any other deductions from umbrella income (to include amounts or how they are calculated)	KPPES Limited's margin calculated at 4% of the funds received from Zen Educate capped at £13.00 per week.

Expected or minimum rate of pay to you:	The hours you've worked multiplied by the applicable rate of National Living Wage
Deductions from your wage required by law:	Income Tax, National Insurance & Employee Pension Contribution (where applicable) Student or postgraduate loan (where applicable) Earnings attachment (where applicable)
Any other deductions or costs taken from your wage	None
Any fees for goods or services	None
Holiday entitlement and pay	Holiday Entitlement is 5.6 weeks per annum, paid in advance at a minimum of 12.07% of each salary payment. Pro-rated where applicable.
Additional benefits:	Access to discounted shopping rates at high-street and online retailers, discounts on gym memberships and dining out.

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.

## Example pay assuming a cumulative tax code

	<b>Fees and Deductions Managed by Umbrella</b>	<b>Worker Pay and Deductions</b>
Example gross rate of pay to umbrella company from Zen Educate	£400 (£80 per day for 5 days)	
Deductions from umbrella income required by law	Employer's National Insurance: £25.37 Apprenticeship Levy: £1.76 Employer's Pension Contribution: £6.99	
Any other deductions or costs taken from umbrella income	KPPES Limited's margin: £13.00	
Example rate of pay to you:		£352.88 Gross Salary including Holiday Pay
Deductions from your pay required by law:		Income Tax: £22.40 Employee's NI: £20.39 Employee's Pension Contribution: £9.32
Any other deductions or costs taken from your pay:		N/A
Any fees for goods or services:		N/A
Example net take-home pay:		£300.77 including Holiday Pay