

GUIDE

HOW TO CREATE A KEY INFORMATION DOCUMENT (KID)

USING THE SMARTWORK ONLINE CALCULATOR

- 1** **CLICK HERE TO OPEN THE CALCULATOR**
- 2** **ENTER RATE**
- 3** **SELECT HOURLY/DAILY RATE**
- 4** **ENTER PAYMENT FREQUENCY (DAY/MONTH)**
- 5** **ENTER CONTRACOR NAME**
- 6** **ENTER AGENCY DETAILS**
- 7** **CLICK DOWNLOAD FOR A KID TO SHARE WITH THE CANDIDATE**

The screenshot shows the Smartwork online calculator interface. It features the Smartwork logo at the top. Below the logo are several input fields and dropdown menus:

- I earn (£)**: A text input field.
- Every**: A dropdown menu with "Hour" selected.
- And I am paid every**: A dropdown menu with "Week" selected.
- Margin (£)**: A text input field with "20" entered.
- Student Loan**: A dropdown menu with "No" selected.
- PostGraduate Loan**: A dropdown menu with "No" selected.
- Calculate**: A purple button.
- Join Now**: A teal button.
- Hours per Week**: A text input field with "37.5" entered.
- Tax Code**: A text input field with "1257L" entered.
- Mileage expenses (£)**: A text input field with "80" entered.
- Contractor Name (optional)**: A text input field with "Enter Your name" placeholder.
- Employment Business Name (optional)**: A text input field with "Enter Employment Business Name" placeholder.
- Download illustration & KID as PDF**: A teal button.
- (KID - Key Information Document)**: Text below the button.

DOWNLOAD FILE EXAMPLE: TAKE-HOME PAY ILLUSTRATION

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Smartwork Calculator & Key Information Document

	Hourly Rate	Days per Month		Tax Code	Mileage Expenses		
	200	21.67		1257L	200		
		With Expenses With Pension	Without Expenses With Pension	With Expenses Pension Opted-Out	Without Expenses Pension Opted-Out	Outside IR35 PSC No Expenses No Pension	Inside IR35 PSC No Expenses No Pension
Assignment Rate / Contract Rate / Umbrella Rate	200		200	200	200	200	179.20
Net Pay	2854.30	2766.84	3061.25	2983.74	3122.73	2882.73	
Assignment Income / Contract Rate / Umbrella Income	4334.00	4334.00	4334.00	4334.00	4334.00	4334.00	4334.00
SmartWork Margin	80.00	80.00	80.00	80.00	80.00	0.00	0.00
Sub-Total	4254.00	4254.00	4254.00	4254.00	4254.00	0.00	0.00
Mileage Expenses that are not re-billable to client	200.00	0.00	200.00	0.00	0.00	0.00	0.00
Other Business Expenses that are not re-billable to client	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Assignment Income	4054.00	4254.00	4054.00	4254.00	4334.00	4334.00	
Employer Deductions							
Net Assignment Income	4054.00	4254.00	4054.00	4254.00	4334.00	4334.00	
Employer National Insurance	384.60	408.13	397.44	421.59	0.00	431.25	
Apprenticeship Levy	17.73	18.58	18.19	19.07	0.00	19.42	
Employer Pension 3%	106.36	111.47	0.00	0.00	0.00	0.00	
Gross Pay for NI and Pension	3545.31	3715.81	3638.36	3813.34	758.33	3883.33	
Payslip Details							
Gross Pay exc. Mileage Expenses	3545.31	3715.81	3638.36	3813.34	758.33	3883.33	
Salary	1806.41	1806.41	1806.41	1806.41	758.33	3883.33	
Holiday Pay (paid in advance)	443.16	464.48	454.80	476.67	0.00	0.00	
Notice Pay (paid in advance)	138.93	138.93	138.93	138.93	0.00	0.00	
Bonus	1156.81	1305.99	1238.22	1391.33	0.00	0.00	
Total Gross Pay inc. Mileage Expenses	3745.31	3715.81	3638.36	3813.34	758.33	3883.33	
Employee Deductions Breakdown							
Equivalent Annual Gross Salary	44943.72	44589.72	40060.32	45760.08	9100.00	46599.96	
Employee Pension 5%	177.27	185.79	0.00	0.00	0.00	0.00	
Gross Pay for Tax	3368.04	3530.02	3638.36	3813.34	758.33	3883.33	
PAYE Tax	463.96	496.35	518.02	553.02	0.00	567.02	
Income Tax at Basic Rate (20%)	463.96	496.35	518.02	553.02	0.00	567.02	
Income Tax at Higher Rate (40%)	0.00	0.00	0.00	0.00	0.00	0.00	
Income Tax at 45%	0.00	0.00	0.00	0.00	0.00	0.00	
Employee National Insurance	249.78	266.83	259.09	276.58	0.00	283.58	
Student Loan	0	0	0	0	0	0	
Postgraduate Loan	0	0	0	0	0	0	
Total Employee Deductions	891.01	948.97	777.11	829.60	0.00	850.60	
Accountancy Fees & EL, PL & PI Insurance	0.00	0.00	0.00	0.00	150.00	150.00	
Corporation Tax 26.5%	0.00	0.00	0.00	0.00	907.80	0.00	
Dividends	0.00	0.00	0.00	0.00	2517.87	0.00	
Tax on Dividends	0.00	0.00	0.00	0.00	153.47	0.00	
Net Pay	2854.30	2766.84	3061.25	2983.74	3122.73	2882.73	
Retained Income							
Net Pay less Mileage Expenses	2654.30	2766.84	2861.25	2983.74	3122.73	2882.73	
Mileage Expenses	200.00	0.00	200.00	0.00	0.00	0.00	
Funds Transferred	2854.30	2766.84	3061.25	2983.74	0	2882.73	
Effective Net Pay (Working 52 weeks in the year)	2854.30	2766.84	3061.25	2983.74	3122.73	2882.73	
Employer & Employee Pension	283.63	297.26					
Total Retained Income including Pension Contribution	3137.93	3064.10					
Reduction in Net Pay compared to outside IR35 PSC	8.60%	11.40%	1.97%	4.45%	0.00%	7.69%	

Assumptions:

- Funds Transferred takes into consideration a full Personal Allowance with a tax code of 1257L W1 based on working 52 weeks.
- Effective Net Pay (Working 52 weeks in the year) takes into account the reduction in Personal Allowance for annual income over £100,000 based on working 52 weeks.
- Effective Net Pay (Working 48 weeks in the year) is an average net pay over the year when taking 4 weeks annual leave and factors a reduction in Personal Allowance for annual income over £100,000.
- Mileage claims are subject to SDC checks to determine if eligible. You will be considered to be working under SDC conditions unless formally assessed otherwise. Example amounts of non-rebillable Mileage Expenses are shown in two of the illustrations.
- Mileage Expenses are processed through SmartWork and reflected in this illustration. Mileage is calculated at 45p per mile (25p after 10,000 miles)
- Other non-rebillable Business Expenses are recovered through your annual Self Assessment Tax Return.
- Re-billable Expenses (client-approved and with receipts) are paid separately to you, without charges or deductions.
- This table is for illustration purposes only and is based on English 2023/24 tax and NI rates. Actual values will vary based on your personal circumstances.
- Equivalent Annual Gross Salary is calculated over 46.4 weeks worked in the year to cater for 28 days holiday leave per year

DOWNLOAD FILE EXAMPLE: KID - GENERAL INFORMATION

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Smartwork Calculator & Key Information Document

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.

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, 8 am to 6 pm.

GENERAL INFORMATION

Contractor name:	A CONTRACTOR
Name of employment business:	A Agency
Name of intermediary or umbrella company:	SmartWork
Your employer:	SmartWork
Type of contract you will be engaged under:	Permanent Employment Contract
Who will be responsible for paying you:	SmartWork
How often the umbrella company and you will be paid:	Monthly

DOWNLOAD FILE EXAMPLE: UMBRELLA PAY INFORMATION

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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:	Smartwork.com Ltd
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	The Employment Business and the umbrella company are not connected
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£200 is the Daily Rate (also known as Assignment Income, Contract Rate and Umbrella Rate)
Deductions from intermediary or umbrella income required by law:	Employer's NI, Employer's Pension Contributions, Apprenticeship Levy, Employees NI, Employee's Pension Contributions, PAYE tax.
Any other deductions from umbrella income (to include amounts or how they are calculated):	£80 SmartWork margin retained by SmartWork from Assignment Income / Contract Rate

Expected or minimum rate of pay to you:	Minimum Rate of Pay = The hours you have worked multiplied by National Minimum Wage.
Deductions from your wage required by law:	<ul style="list-style-type: none"> • Employees National Insurance Contribution • Income Tax (PAYE) • Employee's Pension Contributions – 5%, if applicable • If relevant – student or postgraduate loan deductions • If relevant – earnings attachment orders
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	None
Any fees for goods or services:	None
Holiday entitlement and pay:	28 Days per annum, inclusive of bank holidays, pro rata accordingly. This is paid at 12.07 % (choice of advance or payment as leave taken)
Additional benefits:	Statutory Benefits, Discretionary Bonus subject to the terms of the Contract of Employment & Pension scheme
Any Opt-out agreements under Regulation 32:	You can opt-in or opt-out to the Conduct of Employment Agencies and Employment Business regulations

DOWNLOAD FILE EXAMPLE: KID - EXAMPLE PAY ILLUSTRATION

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EXAMPLE PAY

Example Pay Number		Intermediary or umbrella Margin	Worker fees
1	Example gross rate of pay to intermediary or umbrella company from us:	£200 x 21.67 days worked per month = £4334.0	
2	Deductions from intermediary or umbrella income required by law:	Employer's NI: £408.13 Apprenticeship Levy: £18.58 Employer Pension: £111.47	
3	Any other deductions or costs taken from intermediary or umbrella income:	£80 per month retained from gross umbrella income	
4	Example rate of pay to you:		Pay: £3715.81
5	Deductions from your pay required by law:		Employee Pension Contributions: £185.79 Employee's NI: £266.83 PAYE tax: £496.35
6	Any other deductions or costs taken from your pay:		N/A
7	Any fees for goods or services:		N/A
8	Example net take home pay:		Net Pay £2766.84