

Key Information Document (Umbrella)

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, 8am to 6pm.

General Information

Your name:	
Name of employment business:	
Name of intermediary or umbrella company:	Nasa Umbrella Ltd
Your employer:	Nasa Umbrella Ltd
Type of contract you will be engaged under:	Contract of employment
Who will be responsible for paying you:	Nasa Umbrella Ltd
How often the umbrella company and you will be paid:	Weekly

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. 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.

Name of intermediary or umbrella company:	Nasa Umbrella Ltd
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Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:

None

Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:

National Minimum / Living Wage or above.
The rate of pay will be confirmed at the time of accepting an assignment.
£35.00 per hour x 37.5 hours in the example below.

Deductions from intermediary or umbrella income required by law:

Employers National Insurance (NIERS) - the amount the umbrella pays as your employer for National Insurance
Apprenticeship Levy - the UK Apprenticeship Levy, payable by large employers including umbrella companies
Employer Pension Contributions - the employer contribution to the autoenrolment workplace pension scheme (if applicable)

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

Admin Margin: £20 per week

Expected or minimum rate of pay to you:

Minimum rate of pay = the hours you have worked multiplied by the National Living Wage + Holiday Pay

Deductions from your wage required by law:

PAYE Income Tax
Employee National Insurance
Employee Pension Contributions (if eligible jobholder and not Opted Out)
Student or Postgraduate Loan deductions (if applicable)
Earnings of Attachment orders (if 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:

None

Holiday entitlement and pay:

Statutory allowance of 28 days per annum (inc. bank holidays) calculated at 12.07% of gross pay - AWR will stipulate that if the client provides more holidays, your holiday entitlement will increase accordingly.
In this example, your holiday is paid to you in advance of taking time off, alongside your wages.

Additional benefits:

NASA Rewards:- Discounts & cash back at leading retailers, gyms & supermarkets, BP fuel card and online GP (charge of up to £2.50 pw).
Personal pension contributions:- SIPP pension, full salary sacrifice savings passed on with most providers accepted.
Specialist mortgage & Financial advice:- specialist partner for contractor mortgages, investments & insurance

Example Pay

Umbrella Fees

Worker Fees

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

£1,312.50

Deductions from intermediary or umbrella income required by law:

Employers NI: £152.04
Apprenticeship Levy: £5.54
Employer's Pension: £25.41

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

Admin Margin: £20.00

Example rate of pay to you:

Gross Taxable Pay: £990.02
+ Holiday Pay: £119.49

Deductions from your pay required by law:

Employee's NI: £60.85
PAYE: £185.00

Any other deductions or costs taken from your pay:

Employee Pension: £42.35

Any fees for goods or service:

£0.00

Example take home pay:

Net Take Home Pay: £821.31
Pension Contributions: £67.76