

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:	Medics Pro
Name of intermediary or umbrella company:	NASA Umbrella Limited
Your employer:	NASA Umbrella Limited
Type of contract you will be engaged under:	Contract of service (employment)
Who will be responsible for paying you:	NASA Umbrella Limited
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 Limited
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:	£200.00
Deductions from intermediary or umbrella income required by law:	Employers National Insurance Apprenticeship Levy
Any other deductions from umbrella income (to include amounts or how they are calculated):	Admin Margin (per week) £17.50 Employer Pension Contributions (if applicable)
Expected or minimum rate of pay to you:	National Minimum Wage + Holiday Pay (For example: £9.50 NMW + £1.15 Holiday Pay for over 23s).
Deductions from your wage required by law:	PAYE Income Tax Employee National Insurance Student Loan (if applicable) Employee Pension Contributions (if eligible jobholder and not Opted Out) 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 year (including bank holidays) Holiday Allowance 12.07% is applied on a pro-rated basis to calculate your holiday pay allocation from your gross taxable pay
Additional benefits:	NASA Rewards:- Discounts & cash back scheme for high street & online retailer for all NASA employees Personal pension contributions:- Salary sacrifice contributions

into SIPP/personal pension schemes available

Financial advice:- IFA partner for contractor specific advice for mortgages, investments & insurance

Opt Out of Conduct Regs is embedded within NASA employment contract

Example Pay

	Umbrella Fees	Worker Fees
Example gross rate of pay to intermediary or umbrella company from us:	Contract Income £1,000.00	
Deductions from intermediary or umbrella income required by law:	Employers NI: £102.23 Apprenticeship Levy: £4.25 Employer's Pension: £21.83	
Any other deductions or costs taken from intermediary or umbrella income:	Admin Margin £17.50	
Example rate of pay to you:		Gross Taxable Pay: £854.19
Deductions from your pay required by law:		Employee's NI: £88.01 PAYE: £115.00
Any other deductions or costs taken from your pay:		Employee Pension: £36.56
Any fees for goods or service:		
Example take home pay:		Net Take Home Pay: £614.62 Pension Contribution: £58.39