

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:

Orbital Umbrella Ltd

Your employer:

Orbital Umbrella Ltd

Type of contract you will be engaged under:

Over-arching Contract of Employment

Who will be responsible for paying you:

Orbital 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:	Orbital Umbrella Ltd
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:	At least national minimum wage, plus associated employment costs
Deductions from intermediary or umbrella income required by law:	At least national minimum wage, plus associated employment costs
Any other deductions from umbrella income (to include amounts or how they are calculated):	Orbital company margin – £18 per week
Expected or minimum rate of pay to you:	NO LESS THAN MINIMUM WAGE
Deductions from your wage required by law:	Personal Deductions – Income Tax, NI and Personal Pension
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:	5.6 weeks per year and pro rata, calculated at 12.07% Pay during leave on your average earnings as required by law. Paid leave may be advanced each pay period.
Additional benefits:	Text Service, Online/App portal, Orbital Lottery

Example Pay

	Umbrella Fees	Worker Fees
Example gross rate of pay to intermediary or umbrella company from us:	£14.83 X 45 = £667.35	
Deductions from intermediary or umbrella income required by law:	Employers NI = £55.51 Holiday pay = £62.17 Employers Pension = £13.72 Apprenticeship Levy = £2.89	
Any other deductions or costs taken from intermediary or umbrella income:	£18 company margin	
Example rate of pay to you:		Gross = £515.07 Holiday Pay = £62.17 Total Gross Pay = £577.24

Income Tax = £62.40

NI = £26.82

Pension = £22.86

Deductions from your pay required by law:

Any other deductions or costs taken from
your pay:

None

Any fees for goods or service:

None

Example take home pay:

£465.15