

Key Information Document (Umbrella Company)

This document sets out key information about your relationship with us (the Employment Business), NASA Umbrella Ltd (the Umbrella Company) and you (the individual), including details about pay, holiday entitlement and other benefits. Further information can be found in your contract of employment with your umbrella company.

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-6pm.

General Information

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|---|----------------------------------|
| Your name "You": | Example |
| Name of Employment Business: | Electus Recruitment |
| Name of umbrella company: | NASA Umbrella Limited |
| Name of the company who is your employer: | NASA Umbrella Limited |
| The type of contract You will be engaged on: | Contract of service (employment) |
| Who will be responsible for paying you: | NASA Umbrella Limited |
| How often we will pay the umbrella company and the umbrella company will pay You: | Weekly |

Umbrella Company Pay Information

You have chosen to 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 undertaken for the hirer. 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 [as your employer]. All the deductions made which affect your wage are listed below. If you have any queries about these please contact NASA Umbrella.

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|--|---|
| Name of Umbrella Company: | NASA Umbrella Limited |
| Any business connection between the employment business, the umbrella company, your employer and the, person responsible for paying you: | None |
| Expected or minimum gross rate of pay transferred to the Umbrella Company from Us: | £250.00 |
| Deductions the Umbrella Company makes from the Umbrella Income required by law: | Employers National Insurance Apprenticeship Levy Employer Pension Contributions (if applicable) |
| Any other deductions umbrella income (to include amounts or how they are calculated) | Admin Margin (per week) £17.50 |

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|--|---|
| 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 Employee Pension Contributions (if eligible jobholder and not Opted Out) |
| Any other deductions or costs taken from your wage: | None |
| Any other costs and deductions which will affect the amount the umbrella company pay to you: | None |
| Any fees for goods/services for which you must pay: | None |
| Entitlement to any annual leave and holiday 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. In this example your Holiday Pay is paid in advance to you each week. |
| Any non-monetary benefits you are entitled to receive: | <u>NASA Rewards:-</u> Discounts & cash back for high street & online retailers for all NASA employees <u>Personal pension contributions:-</u> Salary sacrifice contributions into SIPP/personal pension schemes available <u>Financial advice:-</u> IFA partner for contractor specific advice for mortgages, investments & insurance |
| Details of any opt-out agreement: | Opt Out of Conduct Regs is embedded within NASA employment contract |

Example Pay Calculation (weekly)

| | Umbrella income & fees | | Worker income & fees | |
|---|------------------------|-----------|----------------------|---------|
| Example gross rate of pay to intermediary or umbrella company from us: | Contract Income: | £1,250.00 | | |
| Deductions from intermediary or umbrella income required by law: | Employers NI: | £124.52 | | |
| | Apprenticeship Levy: | £5.38 | | |
| | Employer's Pension: | £25.32 | | |
| Any other deductions or costs taken from intermediary or umbrella income: | Admin Margin | £17.50 | | |
| Example rate of pay to you: | | | Gross Taxable Pay: | £961.26 |
| | | | + Holiday Pay: | £116.02 |
| Deductions from your pay required by law: | | | Employee's NI: | £89.21 |
| | | | PAYE: | £172.20 |
| | | | N | |
| Any other deductions or costs taken from your pay: | | | Employee Pension: | £42.20 |
| Any fees for goods or services: | | | | |
| Example net take home pay: | Net Take Home Pay: | £773.67 | | |
| | Pension Contributions: | £67.52 | | |