

## 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, 8am to 6pm.

### General Information:

<b>Name of employment business:</b>	<b>Oliver James Associates</b>
<b>Name of umbrella company:</b>	<b>Nasa Umbrella Limited</b>
<b>Your employer:</b>	<b>Nasa Umbrella Limited</b>
<b>Type of contract you will be engaged under:</b>	Employment Contract
<b>Who will be responsible for paying you:</b>	Nasa Umbrella Limited
<b>How often the umbrella company and you will be paid:</b>	<b>Weekly</b>

### Intermediary or Umbrella Company Information:

You are being 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. 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. At the bottom you will find a representative example of weekly salary with all relevant deduction. If you have any queries about these please contact us.

Your payslip may show you as an employee of the umbrella company listed below.

<b>Name of umbrella company:</b>	<b>Nasa Umbrella Limited</b>
<b>Any business connection between the umbrella company, the employment business and the person responsible for paying you:</b>	<b>None</b>
<b>Minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	<b>£150.00 per day</b>
<b>Deductions from umbrella income required by law:</b>	<b>Employers National Insurance Apprenticeship Levy Employer Pension Contributions (if applicable)</b>
<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	<b>Admin Margin (per week): £20.00</b>
<b>Minimum rate of pay to you:</b>	<b>National Minimum Wage + Holiday Pay (For example: £10.42 NMW + £1.26 Holiday Pay for over 23s).</b>
<b>Deductions from your wage required by law:</b>	<b>PAYE Income Tax Employee National Insurance Employee Pension Contributions (if eligible jobholder and not Opted Out)</b>

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
Any Opt -out agreements under Regulation 32	Opt Out/Opt In of Conduct Regs is embedded within NASA employment contract

### Example pay:

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to umbrella company from us:	£750.00 per week (£150 per day)	
Deductions from intermediary or umbrella income required by law:	Employers NI: £65.01 Apprenticeship Levy: £3.22 Employer's Pension: £15.70	
Any other deductions or costs taken from intermediary or umbrella income:	Admin Margin: £20.00	
Example rate of pay to you:		<b>Gross Taxable Pay: £576.49</b>
Deductions from your pay required by law:		<b>+ Holiday Pay: £69.58</b>
Any other deductions or costs taken from your pay:		<b>Employee's NI: £48.49</b>
Any fees for goods or services:		<b>PAYE: £75.40</b>
Example net take home pay:		Employee Pension: £26.30
		None
		<b>Net Take Home Pay: £495.88</b>
		<b>Pension Contributions: £42.00</b>

