

## 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 Ltd</b>
<b>Your employer:</b>	<b>Nasa Umbrella Ltd</b>
<b>Type of contract you will be engaged under:</b>	Contract of Employment
<b>Who will be responsible for paying you:</b>	Nasa Umbrella Ltd
<b>How often the umbrella company and you will be paid:</b>	<b>Weekly/Monthly</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 Ltd</b>
<b>Any business connection between the umbrella company, the employment business and the person responsible for paying you:</b>	None
<b>Minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	£150.00 per day
<b>Deductions from umbrella income required by law:</b>	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 autoenrollment workplace pension scheme (if applicable)
<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	Admin Margin (per week): £20.00

<b>Minimum rate of pay to you:</b>	Minimum rate of pay = the hours you have worked multiplied by the National Living Wage + Holiday Pay
<b>Deductions from your wage required by law:</b>	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)
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated:</b>	None
<b>Any fees for goods or services:</b>	None (unless otherwise agreed between yourself and the umbrella company)
<b>Holiday entitlement and pay:</b>	Minimum of the equivalent of least 5.6 weeks of holiday per year.
<b>Additional benefits:</b>	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.
<b>Any Opt -out agreements under Regulation 32</b>	Opt In or Opt Out of the Conduct Regulations as per worker's preference, embedded in the NASA Employment Pack.

### Example pay:

	Intermediary or umbrella fees	Worker fees
<b>Example gross rate of pay to umbrella company from us:</b>	£750.00 per week (5 days per week)	
<b>Deductions from intermediary or umbrella income required by law:</b>	Employers NI: £65.01 Apprenticeship Levy: £3.22 Employer's Pension: £15.70	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	Admin Margin: £20.00	
<b>Example rate of pay to you:</b>		Gross Taxable Pay: £576.49 + Holiday Pay: £69.58

<b>Deductions from your pay required by law:</b>		Employee's NI: £32.33 PAYE: £75.40
<b>Any other deductions or costs taken from your pay:</b>		Employee Pension: £26.30
<b>Any fees for goods or services:</b>		£0.00
<b>Example net take home pay:</b>		Net Take Home Pay: £512.04 Pension Contributions: £42.00