

## 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>Your name:</b>	
<b>Name of employment business:</b>	<b>Oliver James Associates</b>
<b>Name of umbrella company:</b>	Nasa Umbrella Limited
<b>Your employer:</b>	Nasa Umbrella Limited
<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 PAY 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>	Nasa Umbrella Limited
<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>	Minimum required umbrella pay rates Over 25s - £11.25 ph Aged 21-24 - £10.58 ph Aged 18-20 - £7.84 ph
<b>Deductions from umbrella income required by law:</b>	Employers National Insurance Apprenticeship Levy Employers Pension Contribution
<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>	National Minimum Wage + Holiday Pay (For example: £8.72 NMW + £1.05 Holiday Pay for over 25s).
<b>Deductions from your wage required by law:</b>	PAYE Income Tax Employee National Insurance Student Loan Employee Pension Contributions

<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated):</b>	Earnings attachment orders (if applicable)
<b>Any fees for goods or services:</b>	None
<b>Holiday entitlement and pay:</b>	28 days per year (including bank holidays) 12.07% is applied on a pro-rated basis to calculate your holiday pay allocation from your gross taxable pay
<b>Additional benefits:</b>	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
<b>Any Opt -out agreements under Regulation 32</b>	Opt Out of Conduct Regs is embedded within NASA employment contract

### EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
<b>Example gross rate of pay to umbrella company from us:</b>	£2,500.00	
<b>Deductions from intermediary or umbrella income required by law:</b>	Employer's NI: £275.88 Apprentice Levy: £10.84 Employer's Pension: £25.26	
<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>		£2,168.02
<b>Deductions from your pay required by law:</b>		Employee's NI: £117.60 PAYE: £609.60
<b>Any other deductions or costs taken from your pay:</b>		Employee Pension: £42.10
<b>Any fees for goods or services:</b>		£0.00
<b>Example net take home pay:</b>		Net Taxable Pay: £1,398.72 Pension Contributions: £67.36