

## 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.

Email [reed@nasagroup.co.uk](mailto:reed@nasagroup.co.uk) for further information.

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 4566 5333 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

### GENERAL INFORMATION

<b>Name of employment business:</b>	Reed Specialist Recruitment Limited
<b>Name of intermediary or umbrella company:</b>	NASA Umbrella Ltd
<b>Your employer:</b>	NASA Umbrella Ltd
<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>	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.

<b>Name of intermediary or umbrella company:</b>	NASA Umbrella Ltd
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	None
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	To be confirmed for each role. This will always be above the national minimum wage level.
<b>Deductions from intermediary or umbrella income required by law:</b>	<b>Employer's National Insurance</b> <b>Apprenticeship Levy</b> <b>Employer's Pension</b> <b>Holiday Pay</b>
<b>Any other deductions from umbrella income (to include amounts or how they are calculated):</b>	<b>Company margin - £15.00 per week</b>
<b>Expected or minimum rate of pay to you:</b>	To be confirmed for each role. This will always be above the national minimum wage level.
<b>Deductions from your wage required by law:</b>	<b>Employee's National Insurance</b> <b>Income Tax</b> <b>Employee's Pension Contributions</b> (deferred for 12 weeks)
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated):</b>	None

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Any fees for goods or services:	None
Holiday entitlement and pay:	Standard holiday entitlement is 5.6 weeks/28 days per annum and this is calculated as a percentage of Gross Pay, currently 12.07%. This example shows Holiday Pay 'Paid in Advance'.
Additional benefits:	<p><b>NASA Rewards-</b> Discounts &amp; cash back at leading retailers, gyms &amp; supermarkets, BP fuel card and online GP (charge of up to £2.50 pw).</p> <p><b>Personal pension contributions-</b> SIPP pension, full salary sacrifice savings passed on, most pension providers accommodated.</p> <p><b>Specialist Mortgage &amp; Financial advice-</b> specialist partner for contractor mortgages, investments &amp; insurance.</p>

### EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£1,000/week (excluding VAT) Based on a 40 hour week	
Deductions from intermediary or umbrella income required by law:	<b>Employer's National Insurance-</b> £112.59 <b>Apprenticeship Levy-</b> £4.21 <b>Employer's Pension contribution-</b> £21.68	
Any other deductions from umbrella income (to include amounts or how they are calculated):	Company margin - £15.00	
Expected or minimum rate of pay to you:		<b>Basic Pay-</b> £755.35 <b>Holiday Pay-</b> £91.17
Deductions from your wage required by law:		<b>Income Tax-</b> £113.60 <b>Employee's National Insurance-</b> £48.36 <b>Employee's Pension contribution-</b> £36.33
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):		None in this example
Any fees for goods or services:		None in this example
Example net take home pay:		£648.23