

**Key Information Document for Umbrella contractors**  
**NASA Umbrella Limited**

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information can be found by visiting [www.nasagroup.co.uk](http://www.nasagroup.co.uk)

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>	Venn Group
<b>Name of intermediary or umbrella company:</b>	NASA Umbrella Limited
<b>Your employer:</b>	NASA Umbrella Limited
<b>Type of contract you will be engaged under:</b>	Matching Permanent Pay Overarching 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>	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 Limited
<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>	As per National Minimum Wage.

<b>Deductions from intermediary or umbrella income required by law:</b>	<ul style="list-style-type: none"> <li>Apprenticeship Levy - As a large employer we are required to pay the UK's Apprenticeship Levy.</li> <li>Employers National Insurance (NIERS) - The amount umbrella pays HMRC as your employer for National Insurance. Company</li> <li>Employer's pension contribution - this is the employer contribution to the government's auto enrolment workplace pension scheme.</li> </ul>
<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	<ul style="list-style-type: none"> <li>Company Margin (£20.00/week)</li> </ul>

<b>Expected or minimum rate of pay to you:</b>	Minimum Rate of Pay = The hours you've worked multiplied by National Minimum Wage.
<b>Deductions from your wage required by law:</b>	<ul style="list-style-type: none"> <li>Employees National Insurance Contribution</li> <li>Income Tax</li> <li>If enrolled - Pension Contributions (if eligible jobholder and not Opted Out)</li> </ul>
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated):</b>	<ul style="list-style-type: none"> <li>If relevant – student or postgraduate loan deductions</li> <li>If relevant – earnings attachment orders</li> </ul>
<b>Any fees for goods or services:</b>	<b>None</b>
<b>Holiday entitlement and pay:</b>	Statutory holiday pay allowance (28 days including bank holidays) which equates to 12.07% of gross taxable pay to candidate.
<b>Additional benefits:</b>	<p>NASA Rewards- Discounts &amp; cash back scheme for high street &amp; online retailers, including supermarkets free for all employees</p> <p>Personal pension contributions- Salary sacrifice contributions into SIPP/personal pension schemes available</p> <p>Financial advice</p> <p>IFA partner for contractor specific advice for mortgages, investments &amp; insurance</p>

### Example Statement

(should only be used as example; this is not a pay that you will receive)

	<b>Intermediary or umbrella fees</b>	<b>Worker fees</b>
<b>Example gross rate of pay to intermediary or umbrella company from us:</b>	£1,000 per week (5 days a week for 200 per day)	
<b>Deductions from intermediary or umbrella income required by law:</b>	£98.18 ENICs £4.39 App Levy (Employer Pension) £25.32 / week)	

<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	Margin - £20.00	
<b>Example rate of pay to you:</b>		£877.43 / week
<b>Deductions from your pay required by law:</b>		<b>PAYE Tax</b> £127.32 / week <b>NICs</b> £85.37 / week (Employee Pension £37.97 / week)
<b>Any other deductions or costs taken from your pay:</b>		None in this example
<b>Any fees for goods or services:</b>		None in this example
<b>Example net take home pay:</b>		£664.74 / week