

## Key Information Document

This document sets out key information about candidate's relationship with employment business and the intermediary or umbrella company used in the 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. All candidates 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>	Hays Specialist Recruitment Ltd
<b>Name of intermediary or umbrella company:</b>	Nasa Umbrella Limited
<b>Candidate's employer:</b>	Nasa Umbrella Limited
<b>Type of contract candidate will be engaged under:</b>	Contract of service (employment)
<b>Who will be responsible for paying the candidate:</b>	Nasa Umbrella Limited
<b>How often the umbrella company and you will be paid</b>	Hays make 3 payments a week to the umbrella company upon receipt of an authorised timesheet. The umbrella company will pay you weekly upon receipt of funds.

### 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. Hays 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.

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

<b>Name of intermediary or umbrella company:</b>	<b>Nasa Umbrella Limited</b>
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying the candidate:</b>	<b>None</b>
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from Hays:</b>	<b>£15.00</b>
<b>Deductions from intermediary or umbrella income required by law:</b>	<u>Employers National Insurance (NIERS)</u> - the amount the umbrella pays as your employer for National Insurance  <u>Apprenticeship Levy</u> - the UK Apprenticeship Levy, payable by large employers including umbrella companies.

	<u>Employer Pension Contributions</u> - the employer contribution to the auto enrolment 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) - £14.50
<b>Expected or minimum rate of pay to candidate:</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>	<u>PAYE Income Tax Employee National Insurance</u>  <u>Employee Pension Contributions</u> (if eligible jobholder and not Opted Out)  <u>Student or Postgraduate Loan deductions</u> (if applicable)  <u>Earnings of Attachment orders</u> (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
<b>Holiday entitlement and pay:</b>	Statutory holiday allowance of 5.6 weeks per annum (including bank holidays). This is applied as a % on a pro-rated basis to your gross taxable pay in order to calculate your holiday pay, which in this example is paid to you in advance of taking time off, alongside your wages.
<b>Additional benefits:</b>	<u>NASA Rewards</u> - Discounts & cash back at leading retailers, gyms & supermarkets, BP fuel card and online GP (charge of up to £2.50 pw).  <u>Personal Pension Contributions</u> - SIPP pension, full salary sacrifice savings passed on with most providers accepted.  <u>Specialist Mortgage &amp; Financial Advice</u> - specialist partner for contractor mortgages, investments & insurance.

### EXAMPLE PAY

	<b>Intermediary or umbrella fees</b>	<b>Worker fees</b>
<b>Example gross rate of pay to intermediary or umbrella company from Hays:</b>	40 hours at £15 - £600	
<b>Deductions from intermediary or umbrella income required by law:</b>	<b>Employers NI: £48.01</b>  <b>Apprenticeship Levy: £2.60</b>  <b>Employer's Pension: £12.03</b>	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	<b>Admin Margin: £14.50</b>	
<b>Example rate of pay to you:</b>		<b>Gross Taxable Pay: £466.55</b> <b>+ Holiday Pay: £56.31</b>
<b>Deductions from your pay required by law:</b>		<b>Employee's NI: £28.09</b> <b>PAYE: £52.00</b>
<b>Any other deductions or costs taken from your pay:</b>		<b>Employee Pension: £20.14</b>
<b>Any fees for goods or services:</b>		
<b>Example net take home pay:</b>		<b>Net Take Home Pay: £422.63</b> <b>Pension Contributions: £32.17</b>