

## Key Information Document

(Umbrella)

This document sets out key information about your relationship with Pontoon Europe Limited, NASA Umbrella Limited and you, the Individual, including details about pay, holiday entitlement and other benefits. Further information can be found in your contract of employment with your umbrella company.

[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-6pm.

You have chosen to be 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. 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 as your employer. All the deductions made which affect your wage are listed below. If you have any queries about these please contact NASA

### GENERAL INFORMATION

Name of Employment Business	Pontoon Europe Limited
Name of umbrella company	NASA Umbrella Limited
Your employer	NASA Umbrella Limited
The type of contract You will be engaged on:	Contract of Service (employment)
Who will be responsible for paying You:	NASA Umbrella Limited
Any business connection between employment business, umbrella company, your employer, and the person responsible for paying you	None
The rate of pay (or minimum gross rate of pay) we expect to transfer to the umbrella company (a)	As a minimum, we will transfer the amount required by the umbrella to make payments in line with National Living Wage regulations.
The rate of pay (or minimum gross rate of pay) we expect the umbrella company to pay you:	Minimum rate of pay = the hours you have worked multiplied by National Living Wage + Holiday Pay
How often we will pay the umbrella company	Weekly
How often the umbrella company will pay you:	Weekly
Costs and deductions <u>required by law</u> which we will make to the sum paid to the umbrella company	<u>Employers National Insurance (NIERS)</u> - the amount the umbrella pays HMRC 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 autoenrollment workplace pension scheme, if applicable
Costs and deductions <u>required by law</u> which will be made by the umbrella company to the sum paid to you	<u>PAYE Income Tax</u> <u>Employees NI</u> <u>Student or Postgrad loan deductions</u> (if applicable)
Any other deductions or costs taken from your wage (to include amounts/how they are calculated)	None
Any other costs and deductions which will affect the amount we pay to the umbrella company Please provide the nature <b>and amount</b> (or where the amount is not known, the method of calculation)	Admin Margin (£25.00 per week)

Any other costs and deductions which will affect the amount the umbrella company pay to you Please provide the nature <b>and amount</b> (or where the amount is not known, the method of calculation)	<u>Employee pension contribution</u> (if eligible jobholder and not Opted out) set at 5% of qualifying earnings <u>Earnings attachment orders</u>
Any fees for goods/services for which you must pay:	None
Any further explanation of the difference between the rate of remuneration/minimum rate of remuneration payable to /expected to be achieved for the limited company/umbrella and the net rate of remuneration payable to/expected to be achieved for the Individual (if not fully explained above)	None
Any non-monetary benefits You are entitled to receive	<u>NASA Rewards</u> – Cash back/discounts at retailers/supermarkets/gyms, wellness support, online GP, BP fuel card and more. <u>SIPP Pensions</u> – full salary sacrifice for 30+ providers with full savings passed on, discounts available with our SIPP partner. <u>Financial advice</u> – mortgage partnership & other specialist contractor advice.
Entitlement to any annual leave and holiday pay	[28] days per year (unless increased by AWR)
Details of any opt-out agreement	Opt Out information in NASA Employment Pack

## EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
<b>Example gross rate of pay to intermediary or umbrella company from us:</b>	£1000.00 (5 days @ £200 pd)	
<b>Deductions from intermediary or umbrella income required by law:</b>	<b>Employers NI:</b> £93.84 <b>Apprenticeship Levy:</b> £4.26 <b>Employer's Pension:</b> £21.94	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	<b>Admin Margin:</b> £25.00	
<b>Example rate of pay to you:</b>		<b>Gross:</b> £854.96 (weekly pay includes holiday pay)
<b>Deductions from your pay required by law:</b>		<b>Employee's NI:</b> £49.04 <b>PAYE:</b> £115.20 <b>Student Loan:</b> £0
<b>Any other deductions or costs taken from your pay:</b>		<b>Employee Pension:</b> £36.75
<b>Any fees for goods or services:</b>		
<b>Example net take home pay:</b>		£653.97