

Key Information Document

(Umbrella)

This document sets out key information about your relationship with Badenoch and Clark Limited Trading as LHH Recruitment Solution, 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 4566 5333 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 umbrella company

GENERAL INFORMATION

Name of Employment Business	Badenoch and Clark Limited Trading as LHH Recruitment Solution
Name of umbrella company	NASA Umbrella Limited
Your employer	NASA Umbrella Limited
The type of contract You will be engaged on:	<i>Contract of service (employment)</i>
Who will be responsible for paying You:	NASA Umbrella Limited
Any business connection between the employment business, the umbrella company, your employer and the person responsible for paying you	The Employment Business is the Agency and the Umbrella Company employs the Individual via an overarching Contract of employment
The rate of pay (or minimum gross rate of pay) we expect to transfer to the umbrella company (a)	£200
The rate of pay (or minimum gross rate of pay) we expect the umbrella company to pay you:	Gross pay will consist of National Living Wage (NLW) or National Minimum Wage (NMW) at the prevailing rate, Bonus Pay and Holiday Pay where applicable
How often we will pay the umbrella company	<i>Weekly</i>
How often the umbrella company will pay you:	<i>Weekly</i>
Costs and deductions <u>required by law</u> which we will make to the sum paid to the umbrella company	PAYE Income Tax Employee National Insurance Employee Pension Contributions (if eligible jobholder and not Opted Out) Student or Postgraduate Loan deductions (if applicable) Earnings of Attachment orders (if applicable)
Costs and deductions <u>required by law</u> which will be made by the umbrella company to the sum paid to you	<i>PAYE Employees NI Student Loan</i>
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 <i>Please provide the nature <u>and amount</u> (or</i>	None

where the amount is not known, the method of calculation)	
Any other costs and deductions which will affect the amount the umbrella company pay to you <i>Please provide the nature and amount (or where the amount is not known, the method of calculation)</i>	Employee pension contribution
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	NASA Rewards: - Discounts & cash back at leading retailers, gyms & supermarkets, BP fuel card and online GP (charge of up to £2.50 pw). Personal pension contributions: - SIPP pension, full salary sacrifice savings passed on with most providers accepted. Specialist mortgage & Financial advice: - specialist partner for contractor mortgages, investments & insurance.
Entitlement to any annual leave and holiday pay	5.6 weeks per annum (including bank holidays)
Details of any opt-out agreement	Opt-in or Opt-out of the Conduct Regulations, as per the workers preference, is embedded in the NASA Employment Pack.

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£1000	
Deductions from intermediary or umbrella income required by law:	Employers NI: £ 114.75 Apprenticeship Levy: £ 4.30 Employer's Pension: £ 0	
Any other deductions or costs taken from intermediary or umbrella income:	Admin Margin: £20	
Example rate of pay to you:		Gross: £ 768.23 + Holiday Pay: £92.72
Deductions from your pay required by law:		Employee's NI: £ 49.52 PAYE: £ 123.60 Student Loan/: £0
Any other deductions or costs taken from your pay:		Employee Pension: £0
Any fees for goods or services:		None
Example net take home pay:		£ 687.83