



Next Phase
Life Science Solutions

Key Information Documents

£25 per hour – Paid Weekly

Key Information Document (Umbrella Company)

This document sets out key information about your relationship with us (the Employment Business), NASA Umbrella Ltd (the Umbrella Company) 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 Umbrella.

General Information

| | |
|--|---|
| Your name "You": | Sample |
| Name of Employment Business: | Next Phase |
| Name of umbrella company: | NASA Umbrella Limited |
| Name of the company who is 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 the employment business, the 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: | <u>Minimum required umbrella pay rates</u> Over 25s - £11.25 ph Aged 21-24 - £10.58 ph Aged 18-20 - £7.84 ph |
| The rate of pay (or minimum gross rate of pay) we expect the umbrella company to pay you: | National Minimum Wage + Holiday Pay (For example: £8.72 NMW + £1.05 Holiday Pay for over 25s). |
| 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: | Employers National Insurance Apprenticeship Levy Employers Pension Contribution |
| Costs and deductions <u>required by law</u> which will be made by the umbrella company to the sum paid to you: | PAYE Income Tax Employee National Insurance Student Loan Employee Pension Contributions |
| Any other deductions or costs taken from your wage: | Earnings attachment orders |
| Any other costs and deductions which will affect the amount we pay to the umbrella company: | Admin Margin (per week) £15.00 |
| Any other costs and deductions which will affect the amount the umbrella company pay to you: | None |
| Any fees for goods/services for which you must pay: | None |
| Any non-monetary benefits you are entitled to receive: | <u>NASA Rewards-</u> Discounts & cash back scheme for high street & online retailer for all NASA employees <u>Personal pension contributions-</u> Salary sacrifice contributions into SIPP/personal pension schemes available <u>Financial advice-</u> IFA partner for contractor specific advice for mortgages, investments & insurance |
| Entitlement to any annual leave and holiday pay: | 28 days per year including bank holidays (applied as 12.07% to your taxable pay) |
| Details of any opt-out agreement: | Opt Out of Conduct Regs is embedded within NASA employment contract |

Example Pay Calculation

| | Intermediary or umbrella fees | | Worker fees | |
|---|-------------------------------|-----------|------------------------|---------|
| Example gross rate of pay to intermediary or umbrella company from us: | Contract Income: | £1,000.00 | | |
| Deductions from intermediary or umbrella income required by law: | Employers NI: | £95.37 | | |
| | Apprenticeship Levy: | £4.30 | | |
| | Employer's Pension: | £25.26 | | |
| Any other deductions or costs taken from intermediary or umbrella income: | Admin Margin | £15.00 | | |
| Example rate of pay to you: | | | Gross Taxable Pay: | £860.07 |
| Deductions from your pay required by law: | | | Employee's NI: | £81.25 |
| | | | PAYE: | £116.60 |
| Any other deductions or costs taken from your pay: | | | Employee Pension: | £37.00 |
| Any fees for goods or services: | | | | |
| Example net take home pay: | | | Net Take Home Pay: | £625.22 |
| | | | Pension Contributions: | £62.26 |

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.

Further information can be found at www.danbro.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

| | |
|---|--|
| Your name: | Joe Bloggs |
| Name of employment business: | Next Phase Recruitment Limited |
| Name of intermediary or umbrella company: | Danbro Workforce Solutions Limited |
| Your employer: | Danbro Employment Umbrella Limited |
| Type of contract you will be engaged under: | Overarching contract of employment, matching permanent pay |
| Who will be responsible for paying you: | Danbro Employment Umbrella Limited |
| How often the umbrella company and you will be paid: | 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.

| | |
|---|--|
| Name of intermediary or umbrella company: | Danbro Employment Umbrella Limited |
| Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you: | Danbro Employment Umbrella Limited is a subsidiary of Danbro Workforce Solutions Limited |

| | |
|---|---|
| Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us: | At £25 per hour, 40 hours per week. £1000 per week which we refer to as “contracted rate” |
| Deductions from intermediary or umbrella income required by law: | Employers National Insurance Apprenticeship Levy Holiday Pay Employer Pension Contribution |
| Any other deductions from umbrella income (to include amounts or how they are calculated) | Employer Margin £22 per timesheet (Weekly) |

| | |
|--|---|
| Expected or minimum rate of pay to you: | Minimum Rate of Pay = £348.8 (at National Minimum Wage) Expected pay = £856.78 (taking into account pension deductions and holiday pay) |
| Deductions from your wage required by law: | Employees National Insurance Contribution Income Tax Employees Pension Contribution If relevant – student or postgraduate loan deductions If relevant – earnings attachment orders |
| Any other deductions or costs taken from your wage (to include amounts or how they are calculated): | If chargeable expenses are processed, net pay deduction of £5 If requested by the contractor we make a charge for CHAPS payments, early payments or international payments all as a deduction from net pay Where we have provided an advance payment, or are recovering an overpayment, these deductions are taken from net pay |
| Any fees for goods or services: | |
| Holiday entitlement and pay: | Holiday Pay is calculated at statutory minimum of 28 days’ a year or 12.07% and paid with every payment In this example the holiday pay element = £92.28 |
| Additional benefits: | Where the margin retained is £22 and/or the hourly rate of pay is more than £12 we offer the contractor the option of BUPA Cashplan membership for which there is no additional charge. Contractors are by default covered by our group insurance policy with cover levels as follows subject to some exclusions in certain professions or high risk industries £10M employer’s liability |

| | |
|--|--|
| | £5M public & products liability £5M professional indemnity Again this is at no additional cost |
|--|--|

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 = £94.85 Employer Pension Contribution = £22.09 Apprenticeship Levy = £4.28 | |
| Any other deductions or costs taken from intermediary or umbrella income: | Employer Margin = £22 | |
| Example rate of pay to you: | | Gross Taxable Pay = £856.78 (£764.5 + £92.28 Holiday pay) |
| Deductions from your pay required by law: | | Income Tax = £115.91 Employees National Insurance = £80.85 Employee Pensions Contribution = £36.84 |
| Any other deductions or costs taken from your pay: | | None in this example |
| Any fees for goods or services: | | None in this example |
| Example net take home pay: | | £682.11 (Includes Employers Pension Contribution £22.09 & Employees' Pension Contribution £36.84) |

Key Information Document

This document sets out key information about your relationship with us, 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. 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

| | |
|---|--------------------------------|
| Your name: | Joe Bloggs |
| Name of employment business: | Next Phase Recruitment Limited |
| Your employer: | Parasol |
| Type of contract you will be engaged under: | Contract of Employment |
| Who will be responsible for paying you: | Parasol |
| How often will you be paid: | 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. Next Phase Recruitment Limited 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 will show you as an employee of the umbrella company listed overleaf.

| | |
|--|---|
| Name of intermediary or umbrella company: | Parasol |
| Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you: | The employment business and Next Phase Recruitment Limited are not connected. Parasol is independent to Next Phase Recruitment Limited. A contract for services will be in place between Parasol and Next Phase Recruitment Limited |
| Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us: | £25.00 hourly (exclusive of VAT) |
| Deductions from intermediary or umbrella income required by law: | Employers National Insurance calculated at 13.8% of the gross pay figure (above the secondary threshold of £169 per week). The apprenticeship levy is calculated at 0.5% of your gross pay figure. Auto enrolment employers pension contributions at 4% of national living wage. |
| Any other deductions from umbrella income (to include amounts or how they are calculated): | The margin retained by Parasol is £28.50 per week |
| The minimum rate of pay that you will receive will be: | £8.72 per hour |
| Deductions from your wage require by law: | Income tax calculated at 20%/40%/45% above the personal allowance of £240 per week. Your personal allowance will reduce if your earnings will exceed £100,000 per year. Employees NI is calculated at 12% above the primary threshold of £183 up to the upper earnings limit of £962 per week, and 2% thereafter. Employees pension contribution calculated at 4% net (5% gross). |
| Any other deductions or costs taken from your wage (to include amounts or how they are calculated): | |
| Holiday entitlement and pay: | Your holiday entitlement per annum is: 28 days holiday . Your holiday pay is included in the rate that is paid to Parasol by Next Phase Recruitment Limited . This will be paid to you with your weekly pay. |
| Any opt out agreement under regulation 32 of the Conduct of Employment Agencies and Employment Businesses 2003 regulations: | You will be opting out of the Conduct of Employment Agencies and Employment Businesses regulations |
| Additional benefits: | |

Example Pay

| | Umbrella company income and deductions | Worker income and deductions |
|---|---|---|
| Invoice Value: | £1,000.00 weekly (excluding VAT) | |
| Optional Deductions: | | |
| Deductions from Parasol required by law: | £94.90 Employer's NI £4.29 Apprenticeship Levy £15.64 Employer Pension Contribution (AE) | |
| Other Deductions: | £28.50 Margin | |
| Breakdown of total rate of pay to you: | | £764.42 Weekly Basic Pay £92.26 Holiday Pay |
| Example of total rate of pay to you: | | £856.68 weekly |
| Deductions from your wage required by law: | | £120.10 Income tax £80.88 Employees NI £15.64 Employee Pension Contribution (AE) |
| Any other deductions or costs from your wage: | | |
| Example net take home pay (following all estimated deductions, costs and fees): | | £640.07 weekly |

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.

Further information can be found at www.nextphaserecruitment.com

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

| | |
|---|----------------------------|
| Your name | A Candidate |
| Name of employment business | Next Phase Recruitment |
| Name of intermediary or umbrella company | Giant Professional Limited |
| Your employer | Giant Professional Limited |
| Type of contract you will be engaged under | Permanent employment |
| Who is responsible for paying you | Giant Professional Limited |
| How often the umbrella company and you will be paid | 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.

| | |
|---|--|
| Name of intermediary or umbrella company | Giant Professional Limited |
| Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you | None |
| Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us | £ 25.00 per hour |
| Deductions from intermediary or umbrella income required by law | Employer's National Insurance; Apprenticeship Levy; Employer pension contributions at 4% of NMW if enrolled |
| Any other deductions from umbrella income (to include amounts or how they are calculated) | Umbrella margin of £14 per week processed; employee business expenses; optional giant advantage benefits scheme of £3.75 per week if opted in; optional personal salary sacrifice pension scheme margin of £4.75 per week if taken |
| Expected or minimum rate of pay to you | National Minimum Wage (NMW) |
| Deductions from your wage required by law | PAYE income tax; Employee's National Insurance; Employee pension contributions at 4% of NMW if enrolled; and if applicable, Student Loan Repayments; Attachment of Earnings Orders. |
| Any other deductions or costs taken from your wage (to include amounts or how they are calculated) | |
| Any fees for goods or services | |
| Holiday entitlement and pay | 28 days per year inclusive of bank holidays |
| Additional benefits | Optional giant advantage employee benefits scheme of £3.75 per week if opted in; optional personal salary sacrifice pension scheme margin of £4.75 per week if taken |
| Any opt out agreement under Regulation 32 | EAA status: Opt out |

Example pay

| | Weekly Intermediary/ Umbrella Deductions | Weekly Worker Deductions |
|--|---|-----------------------------|
| example weekly gross pay rate to intermediary/umbrella from us: | £1,000 | |
| deductions from intermediary/umbrella income required by law: | | |
| employer's national insurance | £96 | |
| apprenticeship levy | £4 | |
| employer pension contributions | £0 | |
| other deductions from intermediary/umbrella income: | | |
| intermediary margin | £14 | |
| non-billable business expenses | £25 | |
| example rate of pay to you incl holiday pay: | | £861 |
| deductions from your pay required by law: | | |
| PAYE income tax | | £124 |
| employee's NI | | £81 |
| employee's pension contribution | | £0 |
| student loan repayment | | £0 |
| any other deductions/costs from your pay: | | £0 |
| non-billable business expenses reimbursed | | £25 |
| fees for goods or services and their frequency | | £0 |
| example net pay incl holiday pay (after all estimated deductions) | | £681 |