

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.

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

Name of employment business:	
Name of intermediary or umbrella company:	Orbital Umbrella Ltd
Your employer:	Orbital Umbrella Ltd
Type of contract you will be engaged under:	Overarching Contract of Employment
Who will be responsible for paying you:	Orbital Umbrella Ltd
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:	Orbital Umbrella Ltd
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:	At least National Minimum Wage plus employment costs and Umbrella margin
Deductions from intermediary or umbrella income required by law:	Employment costs – Employer’s NIC: 13.8%, Holiday Pay: 12.07%, Employer’s Pension: 3%, Apprenticeship Levy: 0.5%
Any other deductions from umbrella income (to include amounts or how they are calculated)	Orbital company margin: Up to £250 per week = £10 margin £250 or above per week = £18 margin

Expected or minimum rate of pay to you:	At least National Minimum Wage
Deductions from your wage required by law:	Personal Deductions – Income Tax, NI and Personal Pension

Any other deductions or costs taken from your wage (to include amounts or how they are calculated:	None
Any fees for goods or services:	
Holiday entitlement and pay:	5.6 weeks per year and pro rata Pay during leave on your average earnings as required by law. Paid leave may be advanced each pay period.
Additional benefits:	Personal Accident Insurance, Online & chat services, Payslip Buddy portal, Monthly Lottery prize draw, Multi-Lingual Staff, Smart Pensions employee rewards scheme.

EXAMPLE PAY – Umbrella PAYE

	Intermediary or umbrella fees – Based on 1257L tax code	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	<i>£14.85 x 45 hours</i>	
Deductions from intermediary or umbrella income required by law:	<u><i>Umbrella Employment Costs</i></u> <i>Employers NI = £55.61</i> <i>12.07% Retained Holiday pay = £62.25</i> <i>3% Employers Pension = £13.74</i> <i>0.5% Apprenticeship Levy = £2.89</i>	
Any other deductions or costs taken from intermediary or umbrella income:	<i>£18 company margin</i>	
Example rate of pay to you:		<i>Gross = £515.76</i> <i>Holiday Pay = £62.16</i> <i>Total gross for tax = £577.92</i>
Deductions from your pay required by law:		<i>Income Tax = £62.60</i> <i>NI = £33.60</i> <i>Pension = £22.90</i>
Any other deductions or costs taken from your pay:		<i>None</i>
Any fees for goods or services:		<i>No.</i>
Example net take home pay:		<i>£458.91</i>