

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

Your name:	
Name of employment business:	
Name of intermediary or umbrella company:	NWM Contracting Ltd
Your employer:	NWM Contracting Ltd
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	NWM Contracting 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:	NWM Contracting Ltd
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	No
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£11.34ph
Any other deductions from umbrella income	NWM Margin £15.00 per week worked

	Holiday Pay Apprenticeship Levy Employers National Insurance Employers Pension Contribution (Please note the first 12 weeks you are deferred from the Pension Scheme)
Expected or minimum rate of pay to you:	£8.91 minimum.
Deductions from your wage required by law:	Income Tax Employee National Insurance Student Loan if applicable Attachment of Earnings if applicable
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	Employee Pension (Please note the first 12 weeks you are deferred from the Pension Scheme)
Holiday entitlement and pay:	28 days holiday pro rata Holiday pay entitlement may be advanced each pay period or accrue this and have it paid to you while you are on holiday.
Additional benefits:	Online Portal, Pay notifications, Emailed Payslips and Employee Benefit Discounts (BHSF)

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£480.00 weekly	
Deductions from intermediary or umbrella income required by law:	£45.18 Holiday Pay £34.44 Employers NI £2.10 Apprenticeship Levy £8.99 Employers Pension	
Any other deductions or costs taken from intermediary or umbrella income:	£15.00 Margin weekly	
Example rate of pay to you:		£374.29 Weekly
Deductions from your pay required by law:		£23.97 Income Tax £22.84 Employees NI
Any other deductions or costs taken from your pay:		£12.72 Employee Pension
Example net take home pay:		£314.76 weekly