

# Key Information Document – PAYE

This document sets out key information about your relationship as a work-seeker with us, as an employment business, 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

<b>Name of employment business:</b>	Corepeople Recruitment Limited
<b>Your employer (if different from the employment business):</b>	As above
<b>Type of contract you will be engaged under:</b>	Contract for Services
<b>Who will be responsible for paying you (if different from your employer):</b>	Corepeople Recruitment Limited
<b>How often you will be paid:</b>	Weekly
<b>Expected or minimum rate of pay:</b>	To be confirmed for each role. No less than National Minimum Wage
<b>Deductions from your pay required by law:</b>	PAYE tax, employee NI contributions, employee pension contributions (i.e. auto enrolment) and student loan and postgraduate loan (if applicable), attachment of earnings orders, child maintenance and any other deductions required by law.
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	None
<b>Any fees for goods or services:</b>	None
<b>Holiday entitlement and pay:</b>	Annual leave entitlement of 5.6 weeks/28 days for full time workers, pro-rated accordingly for part time workers
<b>Additional benefits:</b>	Access to collective facilities provided by a hirer on day one of an assignment under the Agency Workers Regulations.

## Representative example of your pay

<b>Example rate pay:</b>	£348.80 (NLW x 40 hours)
<b>Deductions from your wage required by law:</b>	£21.60 - Income Tax £19.89 - National Insurance £11.54 - Employee Pension Contributions
<b>Any other deductions or costs from your wage:</b>	None
<b>Any fees for goods or services:</b>	None
<b>Example net take home pay:</b>	£295.77 weekly