

# 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>	N/A
<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>	N/A
<b>How often you will be paid:</b>	Weekly in arrears
<b>Expected or minimum rate of pay:</b>	At least the prevailing or current National Living Wage or National Minimum Wage, as appropriate.
<b>Deductions from your pay required by law:</b>	<ul style="list-style-type: none"> <li>• PAYE tax</li> <li>• Employee National Insurance Contributions</li> <li>• Employee pension contributions - 5% of gross qualifying earnings (if no opt out)</li> <li>• Student Loan and postgraduate loan (if applicable)</li> <li>• Attachment of earnings orders, child maintenance and any other deductions required by law.</li> </ul>
<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>	DBS Certificate (if applicable) one off payment - £46.16
<b>Holiday entitlement and pay:</b>	Statutory holiday entitlement of 5.6 weeks, pro rated for part time work. Holiday pay is accrued and paid when time off is taken.
<b>Additional benefits:</b>	Access to collective facilities provided by a client on day one of an assignment under the Agency Workers Regulations 2010 though these will vary from client to client

## Representative example of your pay

<b>Example rate pay:</b>	£508.40 (NLW x 40 hours)
<b>Deductions from your wage required by law:</b>	National Insurance Contributions - £21.33 PAYE Tax - £53.48 Pension - £19.42 Student Loan - £2.55 (plan 1)
<b>Any other deductions or costs from your wage:</b>	None
<b>Any fees for goods or services:</b>	DBS Certificate - £46.16 - one off payment
<b>Example net take home pay:</b>	£411.80 (£365.64) after DBS deduction if applicable)