

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

Your name:	Agency Worker
Name of employment business:	Grace Personnel Ltd
Your employer (if different from the employment business):	N/A
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	Grace Personnel Ltd
How often you will be paid:	Weekly
Expected or minimum rate of pay:	No less than national minimum wage
Deductions from your pay required by law:	PAYE tax Employee NI contributions
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Student loan payments if applicable Employee pension contributions (i.e auto enrolment).
Any fees for goods or services:	N/A
Holiday entitlement and pay:	5.6 weeks/28 days for full time employees or pro-rated for part time workers
Additional benefits:	Access to collective facilities provided by a hirer on day one of an assignment under the Agency Workers Regulations 2010.

Representative example of your pay

Example rate pay:	£442.25 per week
Deductions from your wage required by law:	PAYE tax £40.00 NI £30.99 Student Loan – n/a here Pension – not opted in here
Any other deductions or costs from your wage:	N/A
Any fees for goods or services:	N/A
Example net take home pay:	£371.26