

## 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>	GR Employment Limited
<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>	GR Employment Limited
<b>How often you will be paid:</b>	Weekly (1 week in arrears)
<b>Expected or minimum rate of pay:</b>	No less than National Living Wage
<b>Deductions from your pay required by law:</b>	PAYE Tax, National Insurance, Employee pension contributions (auto-enrolment 3 months from start date)
<b>Any other deductions or costs from your pay:</b>	N/A
<b>Any fees for goods or services:</b>	DBS fee £29.00 + £1.00 postage (one off fee if required for job role)
<b>Holiday entitlement and pay:</b>	28 days per annum, pro rata accordingly, inclusive of bank holidays, to be paid as leave taken for full time workers or for part time workers it will be pro-rated accordingly. Holiday year runs 1 <sup>st</sup> April – 31 <sup>st</sup> March.
<b>Additional benefits:</b>	N/A

### Representative example of your pay

<b>Example gross rate pay:</b>	Eg: £457.60 (National Living Wage x 40 hours)
<b>Deductions from your wage required by law:</b>	Income Tax: (using basic tax code 1257L) - £43.12 National Insurance: £17.25 Pension (auto-enrolment after 3 months) - £16.88
<b>Any other deductions/costs from your wage:</b>	N/A
<b>Any fees for goods or services:</b>	DBS fee £29.00 + £1.00 postage (one off fee if required for job role)
<b>Example net take home pay:</b>	£380.35 / week