

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 4566 5333 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

| | |
|---|--|
| Name of employment business: | Supply Desk Limited |
| Type of contract you will be engaged under: | Contract for Services |
| Who will be responsible for paying you (if different from your employer): | Supply Desk Limited |
| 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, employee pension contributions, and student loan repayments (if applicable). |
| Any other deductions or costs from your pay (to include amounts or how they are calculated): | None |
| Any fees for goods or services: | None |
| Holiday entitlement and pay: | 28 days per annum (paid together with gross daily rate). The Agency Worker acknowledges that no further payment will be made when time off is taken. |
| Additional benefits: | Access to collective facilities. |

Representative example of your pay

| | |
|--|---|
| Example rate pay: | £427.50 gross weekly (30 hours @ £14.25) £12.71 basic pay & £1.54 holiday pay. |
| Deductions from your wage required by law: | £37.00 income tax £14.84 NICs £12.30 pension contributions |
| Any other deductions or costs from your wage: | None. |
| Any fees for goods or services: | £0.00 |
| Example net take home pay: | £363.36 |

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| Example rate pay: | £427.50 gross weekly (30 hours @ £14.25) £12.71 basic pay & £1.54 holiday pay. |
| Deductions from your wage required by law: | £37.00 income tax £14.84 NICs £12.30 pension contributions £0.00 student loan (e.g. Plan 1 - threshold of £517.31 not met). |
| Any other deductions or costs from your wage: | None. |
| Any fees for goods or services: | £0.00 |
| Example net take home pay: | £363.36 |

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| Any other deductions or costs from your pay (to include amounts or how they are calculated): | None |
| Any fees for goods or services: | DBS check fees £55.90 (one off payment, required upfront and not deducted from earnings) |
| Holiday entitlement and pay: | 28 days per annum (paid together with gross daily rate). The Agency Worker acknowledges that no further payment will be made when time off is taken. |
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| Deductions from your wage required by law: | £37.00 income tax £14.84 NICs £12.30 pension contributions |
| Any other deductions or costs from your wage: | None. |
| Any fees for goods or services: | DBS Check fees £59.90 (one off payment). |
| Example net take home pay: | £307.46 (with one off DBS deduction) £363.36 (without the DBS deduction) |

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