

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:

Name of employment business:	Outsource UK Ltd
Type of contract you will be engaged under:	Contract for services
Who will be responsible for paying you (if different from your employer):	Outsource UK 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, Employee pension contributions
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:	5.6 weeks/28 days for full time employees
Additional benefits:	None

Representative example of your pay:

Example rate pay:	£925 per week (£25 per hour x 37 hours)
Deductions from your wage required by law:	£127.60 PAYE tax £89.04 Employee NI contributions, £46.25 Employee pension contributions
Any other deductions or costs from your wage:	None
Any fees for goods or services:	None
Example net take home pay:	£662.11 per week