

Key Information Document – PAYE

This document sets out key information about your relationship as a work-seeker with us at SureStaffing UK Limited 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- EXAMPLE

Your name:	A Employee
Name of employment business:	SureStaffing UK Limited
Your employer (if different from the employment business):	SureStaffing UK Limited
Type of contract you will be engaged under:	Contract For Services
Who will be responsible for paying you (if different from your employer):	SureStaffing UK Limited
How often you will be paid:	Weekly
Expected or minimum rate of pay:	NLW being £11.44 and Above
Deductions from your pay required by law:	PAYE & NIC Auto Enrolment Pension after 12 weeks
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Only PPE as per the PPE Deduction Consent Form
Any fees for goods or services:	N/A
Holiday entitlement and pay:	28 Days / 5.6 Weeks per holiday year which runs from January - December accrued pro rata
Additional benefits:	N/A

Representative example of your pay

Example rate pay:	An Employee works 40 hours per week at an hourly rate of £11.44 = Gross Pay of £457.60
Deductions from your wage required by law:	PAYE - £43.17 NIC - £17.27
Any other deductions or costs from your wage:	Auto Enrolment Pension Contributions if applicable and as per our Pension Factsheet issued during your registration
Any fees for goods or services:	N/A
Example net take home pay:	£397.16