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:	alt Recruitment Limited
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	alt Recruitment Limited
How often you will be paid:	Weekly
Expected or minimum rate of pay:	Age 21 and over £12.71 p/h, Age 18 – 20 £10.85p/h
Deductions from your pay required by law:	PAYE tax; Employee NI Contributions: Employee Pension Contributions (after auto enrolment); Student Loan (if relevant)
Any other deductions or costs from your pay (to include amounts or how they are calculated):	N/A
Any fees for goods or services:	DBS Services (when required, you will be given written notice of this if it is the case)
Holiday entitlement and pay:	28 Days (including Bank Holidays) for full-time workers, pro-rated accordingly for part-time workers
Additional benefits:	N/A

Representative example of your pay - £12.71 per hour

Example rate pay:	£476.62 per week (37.5 hours)	National Minimum Wage
Deductions from your wage required by law:	£46.29 (Tax) £33.39 (NI) and (Pension when enrolled)	PAYE, NI Pension after auto-enrolment

Any other deductions or costs from your wage:	N/A	Student Loan
Any fees for goods or services:	N/A	
Example net take home pay:	£396.94	