

## Key Information Document PAYE

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits. Your example is based on being paid under the PAYE scheme.

Further information can be found at <https://www.linsco.com/clients/candidates/payment-types> or by contacting your consultant.

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>Your name:</b>	A temporary worker on assignment for an end client
<b>Name of employment business:</b>	Linsco Ltd
<b>Type of contract you will be engaged under:</b>	A Contract for Services, (not a contract of employment)
<b>Who will be responsible for paying you (if different from your employer)?</b>	Linsco Ltd
<b>How often you will be paid:</b>	Weekly, based on a client authorised timesheet to confirm your hours
<b>Expected or minimum rate of pay per hour:</b>	Minimum wage £ 8.72 for those aged 25 years & above Or £ 8.20 between ages 21 to 24 inclusive Or £ 6.45 between ages 18 to 21 inclusive
<b>Deductions from your pay required by law:</b>	PAYE Tax, National Insurance contributions and any Statutory deductions, pension, attachment of earnings, student loans etc
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	None unless agreed in writing
<b>Any fees for goods or services:</b>	None
<b>Holiday entitlement and pay:</b>	28 days per year, equivalent to 5.6 weeks, including bank holidays. This equates to 12.07% of your pay.
<b>Additional benefits:</b>	Pension after 12 weeks at the standard auto enrolment current rate of 5%

### EXAMPLE PAY DETAIL

<b>Example rate of pay based on a 40-hour week</b>	Pay rate Min £ 8.72 x 40 = £ 348.80 gross wage
<b>Deductions from your wage required by law:</b> Example tax code of 1250L, which means you can earn £12,500 before paying tax, or £ 240.56 per week	Tax based on £ 348.80 less tax free of £240.56 Taxable is £ 108.24 at 20% basic rate = £ 21.65 National Insurance contribution = £ 19.93
<b>Any other deductions or costs from your wage:</b>	Pension @5% £ 11.44 (once qualified)
<b>Any fees for goods or services:</b>	None
<b>Example net take home pay based on 40 hours:</b>	<b>Net pay to you £ 307.22</b> <b>Plus any holiday pay that you have accrued</b>

This information is based on your payment being subject to HMRC PAYE scheme deductions. It may be subject to any further statutory deductions such as attachment of earnings or student loans. If you chose to operate under any third-party service, an umbrella operation intermediary or your own Limited Company, this example will not apply. For any further confirmation of this detail please talk to your consultant.