

## Key Information Document - PAYE

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information can be found [here](#).

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>Name of employment business:</b>	Scantec Personnel Ltd
<b>Your employer (if different from the employment business):</b>	N/A
<b>Type of contract you will be engaged under:</b>	Agency PAYE
<b>Who will be responsible for paying you (if different from your employer):</b>	Scantec Personnel Ltd
<b>How often you will be paid:</b>	Weekly
<b>Expected or minimum rate of pay:</b>	At least National Minimum Wage
<b>Deductions from your pay required by law:</b>	<ul style="list-style-type: none"> <li>• PAYE</li> <li>• Employee's National Insurance</li> <li>• Employee's Pension *</li> </ul>
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	Where applicable, student loan deductions, attachment of earnings etc.
<b>Any fees for goods or services:</b>	N/A
<b>Holiday entitlement and pay:</b>	Minimum 28 days entitlement inclusive of bank holidays (at rate of 12.07% of gross pay)
<b>Additional benefits:</b>	N/A

\*All contractors will be automatically enrolled into the pension scheme from day 1. If a contractor opts out, the rates illustrated below will change.

### EXAMPLE PAY

<b>Example rate of pay:</b>	£548 (£13.70 per hour for 40 hours per week) **
<b>Deductions from your wage required by law:</b>	PAYE - £56.80 Employee's National Insurance - £30.60 Employee's Pension - £21.40
<b>Any other deductions or costs from your wage:</b>	N/A
<b>Any fees for goods or services:</b>	N/A
<b>Example net take home pay:</b>	£439.20 ***

\*\* Example of £548 per week is equivalent of £720 (£18 per hour) Limited Company Rate.

\*\*\* Assumes UK tax rates for the fiscal year 2023/24, a personal allowance of £12,500 and an employee's pension rate of 5%.