

Key Information Document - PAYE

This document sets out key information about your relationship with us, 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:	Scantec Personnel Ltd
Your employer (if different from the employment business):	N/A
Type of contract you will be engaged under:	Agency PAYE
Who will be responsible for paying you (if different from your employer):	Scantec Personnel Ltd
How often you will be paid:	Weekly
Expected or minimum rate of pay:	At least National Minimum Wage
Deductions from your pay required by law:	• PAYE • Employee's National Insurance • Employee's Pension *
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Where applicable, student loan deductions, attachment of earnings etc.
Any fees for goods or services:	N/A
Holiday entitlement and pay:	In line with legislation changes, Scantec now operates rolled-up holiday pay. This means your statutory holiday pay entitlement (minimum 28 days inclusive of bank holidays - calculated at 12.07% of your gross pay) will be paid as an additional amount on top of your weekly/monthly pay. You will accrue holiday entitlement, but the pay element will be included in your weekly/monthly wages rather than being paid at the time leave is taken.
Additional benefits:	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

Example rate of pay:	£630.40 (base rate of pay £13.70 per hour for 40 hours per week and £2.06 per hour ^{***} for 40 hours per week) ^{**}
Deductions from your wage required by law:	PAYE - £71.43 Employee's National Insurance - £28.57 Employee's Pension - £31.52
Any other deductions or costs from your wage:	N/A
Any fees for goods or services:	N/A
Example net take home pay:	£498.88

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

^{***}Assumes UK tax rates for the fiscal year 2025/2026, a personal allowance of £12,570 and an employee's pension rate of 5%.

^{****}Example assumes holiday entitlement of 28 days per annum