

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 in **[insert any other documents or were further relating information can be found if necessary]**.

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 and please find below their contact details;

Web site: <https://www.gov.uk/government/organisations/employment-agency-standards-inspectorate>

Phone: 0207 215 5000

Email: eas@beis.gov.uk

1. General information about the parties	
Name of employment business	Vital Human Resources Ltd ("Vital")
Vital Contact Number	0161 836 7000
Vital Opening Hours	Monday to Friday (08:30 – 17.30)
Useful email addresses for Vital	Contractor care – payroll@vital.uk.com
Vital Head Office Address	The Mill, Head Office South Hall Street, Ordsall Lane, M5 4TP

2. About this document
<ul style="list-style-type: none">This document has been prepared to ensure that every agency work seeker is provided with a Key Facts document before agreeing the terms under which the worker will undertake work.

3. Your status
<p>PAYE Temporary Worker – You will be engaged by Vital under a Contract for Services. [You are entitled to the following;</p> <ol style="list-style-type: none">To be paid at least National Minimum WageTo receive a written statement clearly stating the basic details and the main terms and conditions of your temporary assignment.To require an itemized payslip.To paid holidayStatutory Maternity and Paternity PayWorkplace pension provision in line with the qualifying criteria will be laid out in the Contract for Service. Further information on Pension Auto Enrolment can be obtain from https://www.workplacepensions.gov.uk/employee.] <p>More information can be found in your Contract for Services.</p>

4. Pay and benefits	
Minimum Rate of Pay	‘Basic Rate’ - The hours you have worked multiplied by National Minimum Wage.
Payment Intervals	Depending on the particular assignment you are working on you may be paid weekly, monthly, fortnightly or on a project-by-project basis.
Holiday Entitlement and Pay	28 days per annum pro-rata holiday entitlement under The Working Time Regulations

Any other Benefits	
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5. Deductions from your pay	
PAYE (Tax)	This is the income tax paid to HMRC for you via Pay As You Earn. This is closely linked to your Tax Code and associated Tax-Free Allowance.
National Insurance	National Insurance ("NI") is a tax in the United Kingdom paid by workers and employers for funding state benefits.

6. Example of Pay	
Example rate of pay:	£500 gross weekly
Deductions from your wage required by law:	£47.82 income tax (<i>based on a 1257L wk1/m1 tax code</i>) £20.66 employee national insurance contribution
Any other deductions or costs from your wage:	£19.00 worker pension contribution
Any fees for goods or services:	
Example net take home pay:	£412.52 Weekly

The above example of pay is for illustration purposes only. The exact position will depend on individual decisions concerning pension deductions and may vary slightly for workers under devolved income tax systems.