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 0207 215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Your name:	
Name of employment business:	Complete Classroom Services Ltd
Your employer (if different from the employment business):	As Above
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	Complete Classroom Services Ltd
How often you will be paid:	Weekly
Expected or minimum rate of pay:	Not less than the applicable National Minimum/National Living Wage rate dependent on age.
Deductions from your pay required by law:	Employees National Insurance Income Tax (PAYE) Employees Pension Contribution (if enrolled)
Any other deductions or costs from your pay (to include amounts or how they are calculated):	None
Any fees for goods or services:	None
Holiday entitlement and pay:	Holiday entitlement is 28 days per annum pro rata and this is calculated as a percentage of Gross Pay, currently 12.07%.

EXAMPLE PAY

Example rate of pay:	Based on 37.5 hours per week = £429.00 Holiday pay (rolled-up) = £51.78 Total pay for period = £480.78
Deductions from your wage required by law:	Employees NI 8%- £19.10 Income Tax 20%- £47.76 Employees Pension Contribution (if enrolled) - £14.43
Any other deductions or costs from your wage:	N/A
Any fees for goods or services:	N/A
Example net take home pay:	£399.49