

## Key Information Document

### Workers providing Services on a PAYE basis

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 at [www.clementmay.com](http://www.clementmay.com)

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>	Clement May, a division of Staffing 360 Solutions Ltd, a trading name of Staffing 360 Solutions Limited
<b>Type of contract you will be engaged under:</b>	Contract for Services
<b>Who will be responsible for paying you (if different from your employer):</b>	Clement May, a division of Staffing 360 Solutions Ltd
<b>How often you will be paid:</b>	Workers will be paid on a monthly basis unless otherwise agreed with your consultant.
<b>Expected or minimum rate of pay:</b>	Dependent on the role but never less than the National Minimum Wage per hour of £8.72 per hour
<b>Deductions from your pay required by law:</b>	<ul style="list-style-type: none"> <li>• Employees National Insurance</li> <li>• PAYE Tax</li> <li>• Pension contribution (5%) unless you opt out of the Auto enrolment Scheme</li> </ul>
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	None.
<b>Any fees for goods or services:</b>	None.
<b>Holiday entitlement and pay:</b>	<p>A statutory minimum of 20 days and 8 bank holidays will be afforded to you.</p> <p>The holiday entitlement may be higher if you are placed with a Client that offers their permanent equivalent employees more holiday than the statutory entitlement. The additional holiday entitlement above the statutory minimum is applied after 12 weeks in an assignment.</p>
<b>Additional benefits:</b>	

#### EXAMPLE PAY

<b>Example rate of pay:</b>	£800 per day
<b>Deductions from your wage required by law:</b>	<p><b>Tax Allowance</b> based on 1250L tax code: £240.38</p> <p><b>Taxable Pay:</b> £800 - £240.38 = £559.62</p> <p><b>Tax due:</b> £559.62 x 20% = £111.92</p> <p><b>NI:</b> (£800 less allowance of £166 = £634 x 12%) = £76.08</p> <p><b>Pension Contribution:</b> 5% (£800 x 5%) = £40</p>
<b>Any other deductions or costs from your wage:</b>	None
<b>Any fees for goods or services:</b>	None
<b>Example net take home pay:</b>	£572