



Key Information Document – Temporary assignments via a Personal Services Company (Outside IR35)

This document sets out key information about your relationship with Gleeson Recruitment Limited, including details about pay, holiday entitlement and other benefits. The information in this document is based on working via a Personal Services Company on an assignment deemed to be “Outside IR35”. The details will differ if you choose to work via PAYE, via an umbrella service provider, or are deemed to be “Inside IR35”.

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can speak to them directly on 020 7215 5000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Contract type:	Contract for Services with the Personal Service Company, based on the assignment being deemed as “Outside IR35”.
Name of Personal Service Company (“PSC”)	<i>To Be Confirmed</i>
Employment Business:	Gleeson Recruitment Limited
Your employer:	The PSC
Who will be responsible for paying you:	The PSC
How often you will be paid:	We will pay the PSC based on the timely submission and approval of timesheets. This is usually weekly or monthly. The frequency of payments from the PSC to you will be agreed between yourselves.
Expected or minimum rate of pay:	Gleeson Recruitment Limited will pay the PSC at the agreed rates, which will never be lower than the National Minimum Wage. Please consult your agreement with the PSC named above for details of the rate of pay you should expect to receive.
Deductions from your pay required by law:	The PSC will be responsible for all deductions.
Any other deductions or costs from your pay:	The PSC will be responsible for all deductions.
Any fees for goods or services:	Gleeson Recruitment Limited will not charge any fees for goods or services. Please consult your agreement with the PSC for details of any fees they may charge.
Holiday entitlement and pay:	Please consult your agreement with the PSC for details.
Additional benefits:	Please consult your agreement with the PSC for details.

Personal Services Company – Pay Information

You are being paid through a Personal Services Company, a third-party organisation that will calculate the tax and other deductions and pay you for the work undertaken. We will still be finding you assignments and liaising with the client/hirer.

Pay Example

Example gross rate of pay per week:	These will depend on your pay arrangements with your PSC. Please consult your agreement with them for details.
Deductions from your wage required by law:	
Any other deductions or costs from your wage:	
Any fees for goods or services:	
Example net take home pay per week:	

Queries?

This document is provided in accordance with UK Government legislation. If you have any queries relating to the information above please contact your Recruiter, or our Accounts team at accounts@workwithglee.com.

