



Key Information Document – Temporary PAYE Assignments

This document sets out key information about your relationship with Gleeson Recruitment Limited (trading as GRG Executive Search), including details about pay, holiday entitlement and other benefits. The information in this document is based on a PAYE arrangement and the details will differ if you choose to work via an Umbrella service or Personal Services Company.

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:	PAYE Contract for Services
Employment Business:	Gleeson Recruitment Limited
Who will be responsible for paying you:	Gleeson Recruitment Limited
How often you will be paid:	Weekly (based on the timely submission and approval of timesheets)
Minimum rate of pay:	National Minimum Wage ⁱ
Deductions from your pay required by law:	Income Tax, National Insurance and Student Loans ⁱⁱ
Any other deductions or costs from your pay:	Pension contribution ⁱⁱⁱ
Any fees for goods or services:	None
Holiday entitlement and pay:	Equivalent to at least 5.6 weeks of holiday per year. This will be paid at a rate equivalent to your normal rate of pay. ^{iv}
Additional benefits:	This will depend on the assignment, as it will be based on the benefits offered by the Client

PAYE Pay Example^v

Example gross rate of pay per week:	£435.00
Deductions from your wage required by law:	Income Tax: £38.89 Employee's NI: £30.28
Any other deductions or costs from your wage:	None ^{vi}
Any fees for goods or services:	None
Accrued holiday pay:	£52.50
Example net take home pay per week:	£365.83

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.

ⁱ In line with UK law, you should receive at least the National Minimum Wage (NNW) which is currently £8.72 per hour for over 25 year olds. There are some exceptions such the self-employed, those who have accommodation provided, and some work experience roles. For further guidance see <https://www.gov.uk/national-minimum-wage/who-gets-the-minimum-wage>

ⁱⁱ A Student Loan deduction would only be made if applicable to you, and the amount of the deduction is determined by your earnings and the 'Plan Type' of the student loan.

ⁱⁱⁱ As per UK law, if eligible, you will be automatically enrolled from the 12th week of Assignment. Once on assignment, you will receive details and instructions on how to opt-out if you do not wish to participate.

^{iv} This is the minimum amount and your entitlement may be higher depending on your actual assignment. Further information on holiday entitlements can be found at <https://www.gov.uk/holiday-entitlement-rights/holiday-pay-the-basics>

^v This is an illustration only based on these assumptions - your actual pay and deductions will depend on the rates applicable to you.

- the standard tax code for the 2020 – 2021 year of 1250L.

- 28 days accrued holiday (including bank holidays).

- 7.5 working hours per day, 5 working days per week.

^{vi} This example does not include pension contributions. As per UK law, if eligible you will be enrolled in an applicable Pension scheme from the 12th week of Assignment. This will be calculated at 5% of qualifying earnings and deducted from your wages. You are able to opt out if you wish.

