

## Key Information Document – PAYE

This document sets out key information about your relationship as a work-seeker with us, as an employment business, including details about pay, holiday entitlement and other benefits. You can find more information from your GEM Partnership representative on (0191) 5872999.

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.

The below is a generic example showing the minimum statutory position by law, for your specific allocated assignment you will be provided with an assignment schedule detailing the specifics of that role.

### General Information

Name of employment business:	GEMPartnershipLtd
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	GEMPartnershipLtd
How often you will be paid:	Weekly
Expected or minimum rate of pay:	No less than National Minimum Wage
Deductions from your pay required by law:	PAYE Tax, Employee NI Contributions, employee pension contributions.
Any other deductions or costs from your wage (to include amounts or how they are calculated):	N/A
Any fees for goods or services:	N/A
Holiday entitlement and pay:	Minimum of 5.6 weeks/28 days for full time assignments, for part time assignments this will be pro-rated accordingly inclusive of bank holidays, to be paid as leave taken.
Additional benefits:	Access to collective facilities provided by the hirer on day one of assignment under the Agency Workers Regulations 2010 though we recognize these will vary from client to client.

## Representative example of your pay

Example rate pay:	£416.80 per week (which is equivalent to NLW x 40hrs)
Deductions from your wage required by law:	NI Contribution = £20.98 PAYE Tax = £34.98 Pension Contribution = £11.87
Any other deductions or costs from your wage:	N/A
Any fees for goods or services:	N/A
Example net take home pay:	£348.97 weekly