

**KEY INFORMATION DOCUMENT – PAYE**

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 Abacus Employment Services Ltd - <https://www.abacus-employment.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**

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| **Your name:** |  |
| **Name of employment business:** | Abacus Employment Services Ltd |
| **Your employer (if different from the employment business):** | Not applicable |
| **Type of contract you will be engaged under:** | Contract for Services |
| **Who will be responsible for paying you (if different from your employer):** | N/a – Abacus will pay you via BACS into the bank account details provided by you. |
| **How often you will be paid:** | Weekly |
| **Expected or minimum rate of pay:** | You can expect to receive what is reasonable and no less than the national minimum/living wage for your age as dictated by the government |
| **Deductions from your pay required by law:** | National Insurance Contributions, Income Tax & Pensions if you haven’t opted out. |
| **Any other deductions or costs from your pay (to include amounts or how they are calculated):** | None – we will never make any deductions or cost from your wage other than what we are obligated to do by law. The only exception to this is if there has been a payroll error and you have been paid in excess of the hours you have worked. |
| **Any fees for goods or services:** | None  |
| **Holiday entitlement and pay:** | You are entitled to 28 day / 5.6 weeks pro rata. This is based on an accumulative basis, calculated over a 52-week reference period. The amount of holiday that you have accumulated is documented on your weekly timesheet. The holiday leave year runs from your anniversary date for 1 year and all holiday must be taken within this period. No holiday will be carried over to the following anniversary year. We require double the amount of time off as you require off as a notice period i.e. if you want 1 days holiday, we require 2 days notice. |
| **Additional benefits:** | None |

**EXAMPLE PAY**

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| **Example rate of pay:** | Ages 21 – 22 = £8.36ph | 23+ = £8.91 per hour |
| **Deductions from your wage required by law:** | NI EE’s, Income Tax, Pensions | NI EE’s, Income Tax, Pensions |
| **Any other deductions or costs from your wage:** | None | None |
| **Any fees for goods or services:** | None | None |
| **Example net take home pay:** | **On an 8 hour working day = £57.87** | **On an 8 hour working day = £60.69** |

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