

Key Information Document



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 at www.bepersonnelltd.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 4566 5333 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Your name:	«CNFORENAME» «CNSURNAME»
Name of employment business:	Be Personnel Limited
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	Be Personnel Limited
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 (auto enrolment after 12 weeks) and student loan (if applicable)
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Not applicable.
Any fees for goods or services:	Not applicable.
Holiday entitlement and pay:	<p>As a temporary worker you will be entitled to holiday leave according to the statutory minimum which is set out in the Working Time Regulations 1998. The current annual statutory entitlement is 5.6 weeks per year for full time workers and pro rata for part time workers.</p> <p>Holiday pay is accrued and paid when time off is taken. When your engagement terminates you will be entitled to a pro-rata payment in lieu of any unused holiday entitlement up to the statutory limit of paid annual leave.</p> <p>You will not be entitled to any other paid leave.</p>
Additional benefits:	Collective facilities provided by a hirer on day one of assignment.

Representative example of your pay

Example rate pay:	£508.40 per week (£12.71 per hour x 40 hours)
Deductions from your wage required by law:	<p>PAYE tax: £52.65 Employee NI Contribution: £21.31 Employee Pension Contribution (if applicable after auto-enrolment): £19.42</p> <p>Student loan (if applicable): £0.00 (repaid only if income before deductions exceeds £517.31 a week)</p> <p>The above figures are dependent on an individual's tax code.</p>
Any other deductions or costs from your wage:	£0.00
Any fees for goods or services:	£0.00
Example net take home pay:	£415.20