

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 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 7215 5000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Your name:	
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>Paid annual leave according to the statutory minimum as provided by the WTR from time to time. The current statutory entitlement to paid annual leave for full time workers working 5 days a week under the WTR is 5.6 weeks. Entitlement to payment for annual leave accrues in proportion to the amount of time worked on assignment during the leave year. The amount of payment which you will receive in respect of periods of annual leave taken during an Assignment will be calculated in accordance with and paid in proportion to the amount of annual leave you have accrued whilst on the assignment. This will be based on the amount of hours that the Agency Worker has worked on assignment.</p> <p>The Agency Worker does not accrue annual leave when he/she is not on an assignment and on the termination of each assignment, the Agency Worker will be paid his/her accrued entitlement to leave during the assignment with his/her final pay from each assignment.</p>
Additional benefits:	Collective facilities provided by a hirer on day one of assignment.

Representative example of your pay

Example rate pay:	£416.80 per week (£10.42 per hour x 40 hours)
Deductions from your wage required by law:	<p>PAYE tax: £34.38 Employee NI Contribution: £20.98 Employee Pension Contribution (if applicable after auto-enrolment): £11.87</p> <p>Student loan (if applicable): £0.00 (repaid only if income before deductions exceeds £423.36 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:	£349.57