

# 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](http://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

<b>Your name:</b>	
<b>Name of employment business:</b>	Be Personnel Limited
<b>Type of contract you will be engaged under:</b>	Contract for Services
<b>Who will be responsible for paying you (if different from your employer):</b>	Be Personnel Limited
<b>How often you will be paid:</b>	Weekly
<b>Expected or minimum rate of pay:</b>	No less than national minimum wage
<b>Deductions from your pay required by law:</b>	PAYE tax, employee NI contributions, employee pension contributions (auto enrolment after 12 weeks) and student loan (if applicable)
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	Not applicable.
<b>Any fees for goods or services:</b>	Not applicable.
<b>Holiday entitlement and pay:</b>	5.6 weeks/28 days accruing in proportion to the amount of time worked.
<b>Additional benefits:</b>	Collective facilities provided by a hirer on day one of assignment.

### Representative example of your pay

<b>Example rate pay:</b>	£356.40 per week (£8.91 per hour x 40 hours)
<b>Deductions from your wage required by law:</b>	PAYE tax: £22.53 Employee NI Contribution: £20.68 Employee Pension Contribution (if applicable after auto-enrolment): £9.45  Student loan (if applicable): £0.00 (repaid only if income before deductions exceeds £382 a week)  The above figures are dependent on an individual's tax code.
<b>Any other deductions or costs from your wage:</b>	£0.00
<b>Any fees for goods or services:</b>	£0.00
<b>Example net take home pay:</b>	£303.74