



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.

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

Name of employment business:	Building Recruitment Company Ltd (BRC)
Your employer (if different from the employment business):	Building Recruitment Company Ltd (BRC)
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	Building Recruitment Company Ltd (BRC)
How often you will be paid:	Weekly unless otherwise agreed
Expected or minimum rate of pay:	No less than national minimum wage
Deductions from your pay required by law:	Income Tax, National Insurance, employer's pension. Other legal deductions which might apply include student loans, any attachment of earnings or court orders (could include child maintenance or DWP) for example
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Employee pension: a minimum of 5% on qualifying earnings under auto enrolment from the Lower Earnings Level ("LEL") as stated by HMRC. The total minimum will be 8% including employer contribution.
Any fees for goods or services:	You may need to pay a one-off fee for a DBS check @£35 for a Basic check and up to £55 for an enhanced check. You may need to pay for online training courses within the care sector depending on your roles up to a value of £20



Holiday entitlement and pay:	The statutory minimum annual leave entitlement of 5.6 weeks/28 days for full time employees or for part time workers this will be pro-rated accordingly.
Additional benefits:	Collective facilities provided by a hirer on day one of an assignment under the Agency Workers Regulations 2010 though these will vary from client to client.

Representative example of your pay

Company Building Recruitment Co (Temp) Ltd		Payroll Wkly PAYE		Period 202001 30/03/2020 - 05/04/2020	Pay Date 06/04/2020	
Employee No BRC09999	Employee Name Temp Worker	NI Number NI999999A A		Tax Code 1250 W1/M1		
Payments	Rate	Units	Amount	Deductions	Amount	YTD
BASIC - TWORKERxCOMPANY1	9.30	17.5	162.75	Tax Paid	30.00	30.00
BASIC - TWORKERxCOMPANY2	9.30	20.00	186.00	EE NI Contribution	24.94	24.94
Holiday			42.09	EE NOW Pension	13.54	13.54
Gross Pay			390.84	Deductions	68.48	
			This Period	YTD	Net Pay	322.36
Gross Pay			390.84	390.84	Payment Method	BACS
Taxable Pay			150.27	150.27	Messages:	
NI'able Pay			390.84	390.84	Welcome to BRC	
EE's NI			7.34	7.34		
ER's NI			30.61	30.61		
ER's Pension			8.12	8.12		
Holiday Accrued			42.09	42.09		
Holiday Remaining						