

### Key Information Document

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 [www.bennettstaff.co.uk](http://www.bennettstaff.co.uk) FAQ page.

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>	Mr Jo Lion
<b>Name of employment business:</b>	Bennett Secretarial Services Limited t/a Bennett Staff Bureau
<b>Your employer (if different from the employment business):</b>	NA
<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>	Bennett Staff Bureau
<b>How often you will be paid:</b>	Weekly in arrears - every Friday
<b>Expected or minimum rate of pay:</b>	£4.15 Apprentice £4.55 for under 18's £6.45 age 18-20 £8.20 age 21-24 £8.72+ age 25 and above
<b>Deductions from your pay required by law:</b>	Statutory governmental obligations, Tax, NI and Pension Contributions.
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	The only other potential deductions are if you (the worker) get an attachment of earnings (AOE) or child support order (CSO) this may be deducted via your wage. We are completely guided by HMRC.
<b>Any fees for goods or services:</b>	NA
<b>Holiday entitlement and pay:</b>	Paid annual leave under the WTR is 5.6 weeks this includes Bank Holidays and is calculated on an average of hours worked and rate paid over 52 weeks.
<b>Additional benefits:</b>	Given with booking if any

### EXAMPLE PAY

<b>Example rate of pay:</b>	£8.50 ph x 40 hours worked = £340.00 £8.50 ph based on 33.21 hours = £282.29
<b>Deductions from your wage required by law:</b>	Employee Pension Contribution - £25.21 NI £54.78 PAYE Tax £71.00 Employer Pension Contribution - £15.13
<b>Any other deductions or costs from your wage:</b>	Gross £597.08 Total Deductions £125.78
<b>Any fees for goods or services:</b>	NA
<b>Example net take home pay:</b>	£471.30

**Please note: we DO NOT** take money from you for travel, parking or any other expenses. The only deductions we make are your Statutory governmental obligations, like TAX, NI and Pension contributions. The only other potential deductions are if you (the worker) get an attachment of earnings (AOE), or child support order (CSO) this may be deducted via your wage. Unfortunately, we have no control over this, we are instructed by the HMRC to deduct this from your wage.

Below is an example payslip in which you will receive each week, either by email or post. More information can also be found in your booklet.

DESCRIPTION	TIME	RATE	AMOUNT	DEDUCTIONS	AMOUNT
Employee Pension Contribution			-25.21	Employer Pension Contribution	15.13
Holiday Pay	33.21	8.50	282.29	National Insurance	54.78
Machine Operativ	40.00	8.50	340.00	PAYE Tax	71.00
				<b>ADDITIONS</b>	<b>AMOUNT</b>
<b>GROSS</b>	597.08	<b>ADDITIONS</b>	0.00	<b>DEDUCTIONS</b>	125.78
				<b>NET DUE</b>	471.30
Reference	00001234 - Jo Lion			Gross Year To Date	15701.40
Tax Code	126L			Tax Year To Date	808.60
NI Number	AB-12-34-56-C			Tax Week	48
NI Code	A			Free Pay	11658.24
				Week-ending Date	28/02/2020
				Payment Date	06/03/2020
				Method of Payment	BACS
	Mr Jo Lion 9 Zoo Lane Stalybridge Cheshire SK14 1AH			BENNETT STAFF BUREAU 52 MARKET STREET HYDE CHESHIRE SK14 1AH 0161 368 5511	
<b>PAY ADVICE</b>					