



Key Information Document

As from 6 April 2020 it is a requirement for all Agency Workers to receive key information about your relationship with us, including details about pay, holiday entitlement and other benefits if you are employed under a Contract for Services as a Temporary Worker.

Your name:	A N Worker
Name of employment business:	Plum Personnel Ltd
Your employer (if different from the employment business)	ABC Organisation
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	Plum Personnel Ltd
How often you will be paid:	Weekly
Expected or minimum rate of pay:	National Living Wage – details can be found here https://www.gov.uk/national-minimum-wage-rates
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 Contributions (if not opted out) Employee pension: a minimum of 5% on qualifying earnings under auto enrolment between the Lower Earnings Level ("LEL") and Upper Earnings Level ("UEL") as stated by HMRC. The total minimum will be 8% including 3% employer contribution on those qualifying earnings.
Any fees for goods or services:	You may need to pay a one-off fee for a DBS check £25 for a standard check up to £44 for an enhanced check. You can find more details by following this link. https://www.gov.uk/government/news/fee-changes-for-dbs-checks
Holiday entitlement and pay:	28-days including statutory Bank holidays The statutory minimum entitlement for 52 weeks work is 5.6 weeks (28 days). This is then prorated to the number of weeks (or part weeks) worked. You may also be entitled to additional annual leave upon completion of a 12 week qualifying period in accordance with the Agency Workers Regulations

	when working with particular clients.
Additional benefits:	None

Here is a worked example (not actual) of the figures you will see on your pay slip.

Example gross pay	£1500
Deductions from you pay required by law (income tax, National Insurance etc)	Income Tax: £359.62 Employees NI: £104.24 Student loan: £0
Other deductions or costs from your pay	Employee Pension: £42.10 (if not opted out)
Any fees for good or services deducted from your pay	Any fees for goods or services for example one off fee for Basic DBS check £25 DBS check if applicable
Example take home pay	£969.04

If you have any queries or concerns – do please let us know or if you prefer you can find further information by following this link

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/865808/key-information-document-for-agency-workers-business-employer-guidance.pdf

You can also get in touch with The Employment Agency Standards (EAS) Inspectorate (the Government Authority responsible for the enforcement of certain Agency Worker Rights) on 020 7215 5000 - alternatively you can contact the ACAS helpline on 0300 123 1100.