

## Key Information Document

### (PAYE)

This document sets out key information about your relationship with Newstaff Employment Services Limited, including details about pay, holiday entitlement and other benefits.

Further information can be found in your contract of employment and any specific assignment confirmation letter with Newstaff Employment Services Limited.

[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-6pm.

### GENERAL INFORMATION

Name of Employment Business:	Newstaff Employment Services Limited
Your employer (if different from Employment Business):	Newstaff Employment Services Limited
The type of contract you will be engaged on if you accept an assignment with Newstaff	You will be engaged on a contract for services with Newstaff Employment Services Ltd
Who will be responsible for paying you:	Newstaff Employment Services Limited
The rate of pay/minimum rate of pay we expect to achieve for you (1):	At least the prevailing or current National Minimum Wage.
How often you will be paid:	Weekly
The nature of any costs and deductions <u>required by law</u> which will affect your pay (2):	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
The nature and amount ( <i>or, where the amount cannot be stated, the method of calculation</i> ) of any other costs and deductions which will affect your pay (3):	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/services which you must pay (4):	You may need to pay a one-off fee for a DBS check @£23 for a standard check up to £55 for an enhanced check
Any non-monetary benefits you are entitled to receive	None
Your entitlement to annual leave and holiday pay	The statutory minimum entitlement for 52 weeks work is 5.6 weeks (28 days). This is then pro-rated 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.

**Example Pay**

Example gross rate of pay (1):	<i>£250.40 weekly</i>
Costs and deductions from your wage <b>required by law</b> (2):	<i>£2 Income Tax £10 NI</i>
Any other deductions or costs from your wage (3):	<i>£6.60 employee pension contribution</i>
Any fees for goods or services (4):	<i>£23 DBS check (one-off if applicable)</i>
Example net take home pay:	<i>£208.80</i>