

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.simplerecruitmentltd.co.uk

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

Your Name:	
Name of employment business:	Simple Recruitment (South West) Ltd
Type of contract you will be engaged under:	Contract for Services – Individuals
Who will be responsible for paying you (if different from your employer):	New Millennia Payroll Services Ltd (the payroll service utilised by Simple Recruitment)
How often you will be paid:	Weekly in arrears each Friday by 5pm
Expected or minimum rate of pay:	At least the prevailing/current applicable age related National Minimum/Living Wage as appropriate
Deductions from your pay required by law:	PAYE & National Insurance
Any other deductions or costs from your pay (to include amounts or how they are calculated):	If eligible – NEST auto enrolment pension @ 5% of 'Qualifying' earnings (applicable after 3 months service) – note this is made up of 4% from yourself and 1% Tax reclaimed from HMRC.
Any fees for goods or services:	n/a
Holiday entitlement and pay:	Accrues at 12.07% of gross pay (for hours worked EXCLUDING holiday), payable when requested and confirmed to Simple in writing at holiday@simplerecruitmentltd.co.uk . NOTE for 2023-24 this will increase to 12.55% to account for the additional Bank holiday for the Kings Coronation.
Additional benefits:	n/a

EXAMPLE PAY SUMMARY

Please note this is an **example** based upon an Hourly Pay Rate of £10.42 for 37 hours per week, with a standard PAYE Allowance and you being eligible for Enrolment into the 'Auto Enrolment Pension Scheme', your actual pay may well therefore be different.

EXAMPLE RATE OF PAY: Gross Weekly Pay	37 hours x £10.42	£385.54
DEDUCTIONS FROM YOUR PAY	PAYE	-£28.76
REQUIRED BY LAW:	NI	-£17.22
ANY OTHER DEDUCTIONS OR COSTS FROM YOUR WAGE:	Pension if applicable	-£10.62
ANY FEES FOR GOODS OR SERVICES:	N/A	£0.00
EXAMPLE NET TAKE HOME PAY:		£328.94

