

## Key Information Document

### (PAYE Contract of Employment)

This document sets out key information about your relationship with Office Angels 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 Office Angels 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 4566 5333 or through the ACAS helpline on 0300 123 1100, Monday to Friday 8am-6pm.

### GENERAL INFORMATION

Name of Employment Business:	Office Angels Limited
The type of contract you will be engaged on if you accept an assignment with Office Angels Limited	You will be engaged on a contract of service (employment contract) with Office Angels Limited
Who will be responsible for paying you:	Office Angels 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
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 disclosure check in line with the current rates published on the government website. You can find the costs on the below links: <a href="#">DBS Costs</a> <a href="#">Disclosure Scotland</a>
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, inclusive of bank holidays) paid annual leave to be paid as the leave is taken. This is then pro-rated to the number of weeks (or part weeks) worked. You may also be entitled to additional paid annual leave upon completion of a 12 week qualifying period in accordance with the Agency Workers Regulations when working with particular clients.
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#### Example Pay

Example gross rate of pay (1):	£412.50 weekly
Costs and deductions from your wage <b>required by law</b> (2):	£34 Income Tax £20.46 NI
Any other deductions or costs from your wage (3):	£14.63 employee pension contribution
Any fees for goods or services (4):	£18 DBS check (one-off if applicable)
Example net take home pay:	£325.41