



# Key Information Document – PAYE

This document sets out key information about your relationship as a work-seeker with us, as an employment business, including details about pay, holiday entitlement and other benefits. You can find more information at [www.proman-uk.com/Resources/Documents](http://www.proman-uk.com/Resources/Documents).

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>Name of employment business:</b>	Proman Recruitment Limited
<b>Your employer (if different from the employment business):</b>	N/A
<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>	Proman Recruitment Limited
<b>How often you will be paid:</b>	Weekly, every Friday for work completed in previous week (Arrears)
<b>MINIMUM rate of pay:</b>	No less than National Minimum Wage or National Living Wage - whichever is applicable.
<b>Deductions from your pay required by law:</b>	PAYE tax, employee NI contributions, employee pension contributions (auto enrolment), student loan (if applicable) & any Court order fines or deductions directed by Governing body (if applicable)
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	None
<b>Any fees for goods or services:</b>	None
<b>Holiday entitlement and pay:</b>	Under the Working Time Regulations the Temporary Worker is entitled to 5.6 weeks' paid leave per leave year (28 days for a person who normally works 5 days/week, 22.4 days if work 4 days per week, 16.8 days if a regular 3 day week).  Entitlement to Annual Leave is Health & Safety Legislation and governs the statutory and entitled periods of rest; therefore this is why we accrue and Pay Annual leave in units of time. This is because PROMAN must demonstrate an Agency

Worker has accrued and taken their statutory entitlement (minimum 5.6 weeks per year or proportion of) as per the Working Time Regulations 1998.

Regulation 13 of the Working Time Regulations 1998 states the entitlement to statutory holiday pay is to be based on a week's pay. Agency Workers under Contract for Services by definition have no obligation to attend, and PROMAN have no obligation to offer work therefore no working week is guaranteed. Also Agency Workers may have the opportunity to work on numerous contracts within a week on numerous pay rates; therefore there is no standard week or basic pay.

Thus Sections 221 to 224 of the Employment Rights Act 1996 state, if there is no set basic weeks' pay then the calculation for Annual Leave would be the average pay earned over a 52-week reference period. (52 paid weeks) as per Regulation 16 of the Working Time Regulations 1998 amended by the Employment Rights (Employment Particulars and Paid Annual Leave) (Amendment) Regulations 2018.

**Additional benefits:** Day One Rights as per Agency Worker Regulations

## Representative example of your pay

**Example rate of pay:** £10.00 per hour x 37.5 hours per week = £375.00

**Deductions from your wage required by law:** Based on tax code 1257L  
Tax £24.10  
National Insurance £22.92  
Pension £12.75

**Any other deductions or costs from your wage:** N/A

**Any fees for goods or services:** N/A

**Example net take home pay:** £315.23