

KEY INFORMATION DOCUMENT – PAYE AGENCY WORKER

This document sets out the key information if you decide to engage with James Lewis Limited as a PAYE Agency Worker. It includes details about typical pay, holiday entitlement and deductions.

If you have any questions about the information within this Key Information Document, please contact us on 0203 137 9406 or by email at info@james-lewis.com.

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

Name of employment business:	James Lewis Limited
Your employer:	James Lewis Limited
Contract type:	Contract for Services
Who will be responsible for paying you:	James Lewis Limited
How often you will be paid:	Weekly, on the Friday after the week to which your timesheet relates

PAY INFORMATION

If you choose to be paid as a PAYE agency worker, we will calculate your tax and other deductions and then pay you for the work undertaken for the hirer.

Expected or minimum rate of pay to you:	£11 per hour
Deductions from your pay required by law:	PAYE Income Tax, National Insurance Contributions and Employee Pension Contributions of 5% of qualifying earnings (where applicable.) If relevant, Student Loan repayments, attachments of earnings etc will also be deducted.
Other deductions from your pay which are not required by law:	None
Any fees for goods or services:	None
Holiday entitlement and pay:	5.6 weeks per annum inclusive of public holidays, which is 28 days based upon a standard 5 day working week. Holiday pay is accrued at 12.07% or, if requested by you, can be paid weekly with your remuneration. Holiday entitlement is subject to any additional rights under the AWR after the qualifying period.
Additional benefits:	NOW pension scheme

REPRESENTATIVE STATEMENT

This is an example of how a gross weekly payment is affected by deductions. It is not specific to your own circumstances and assumes a typical tax code of 1257L, a gross hourly rate of £11.00 and a working week of 40 hours.

Example gross rate of pay to you:	£440.00
Deductions from your pay required by law:	£39.65 Income Tax £30.72 National Insurance £12.80 Pension Contributions
Any other deductions or costs from your pay:	None
Any fees for goods or services:	None
Example net take home pay (Following all estimated deductions, costs and fees):	£356.83