

# Work Seeker Key Information Document



*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.*

The Fair Work Agency (FWA) is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 0345 161 6000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm

## General Information

### Employment Status

You will be engaged under a 'Contract for Services' by **HR Essentials Ltd T/A Essential Recruitment** who operate as an employment business. [www.essentialrecruitment.co.uk](http://www.essentialrecruitment.co.uk)

### Pay and Deductions

You will be paid on an **hourly PAYE basis** and you will be paid **weekly** on the Friday following the week you worked.

All payroll is completed by Essential Recruitment.

A pay slip will be sent via email prior to the day that payment is due (usually Wednesday or Thursday)

Your pay will be **no less than the National Minimum Wage** up to the age of 20 and no less than the **National Living Wage** if you are 21 or over. Current rates can be found at

[www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates)

### Lawful Deductions

We are required by law to deduct **PAYE income tax** and **Employee National Insurance contribution** at the current rate will be taken as required from your wages. After three months engagement, we are also required to deduct **pension contributions**.

No other deductions or fees will be taken from pay without your prior consent.

### Holiday Entitlement

You are entitled to up to **5.6 weeks/28 days per year**.

Accrued at a minimum of 12.07% of hours worked and paid when holiday is taken at a rate equal to your average hourly rate of pay over the previous 12 months or from your start date if less than 52 weeks. Limited to the amount accrued.

Your holiday year starts on the first day of your first assignment and ends 1 year later.

Please note that we fully comply to HMRC guidelines.

### Payslip Examples

#### **Representative example of your pay without pension – pre 12 weeks**

Gross Pay £508.40 (NLW pay of £12.71 x 40 hours)

#### Deductions

PAYE Tax: £53.33

ENIC: £31.97

Net Pay: £423.10

#### **Representative example of your pay with pension - post 12 weeks**

Gross Pay £508.40 (NLW pay of £12.71 x 40 hours)

#### Deductions

PAYE Tax: £53.33

ENIC: £31.97

Pension: £18.97

Net Pay: £404.13