



Key Information Document

As from 6 April 2020 it is a requirement for all Agency Workers to receive key information about your relationship with us, including details about pay, holiday entitlement and other benefits if you are employed under a Contract for Services as a Temporary Worker.

Your name:	A N Worker
Name of employment business:	Plum Personnel Ltd
Your employer (if different from the employment business)	ABC Organisation
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	Plum Personnel Ltd
How often you will be paid:	Weekly
Expected or minimum rate of pay:	National Living Wage £8.72
Deductions from your pay required by law:	Income Tax National Insurance
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Pension Contributions (if not opted out)
Any fees for goods or services:	Mandatory Training and Occupational Health checks (only if working in the NHS) – one off fees
Holiday entitlement and pay:	28-days including statutory Bank holidays
Additional benefits:	None

Here is a worked example (not actual) of the figures you will see on your pay slip.

Example gross pay	£250.40 weekly
Deductions from you pay required by law (income tax, National Insurance etc)	£10 income tax £5 NI
Other deductions or costs from your pay	£6.60 employee pension contribution (if not opted out)
Any fees for good or services deducted from your pay	£30.00 – one off fee Mandatory Training and Occupational Health checks (only if working in the NHS)
Weekly take home pay	£198.80

If you have any queries or concerns – do please let us know or if you prefer you can find further information by following this link

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/865808/key-information-document-for-agency-workers-business-employer-guidance.pdf

You can also get in touch with The Employment Agency Standards (EAS) Inspectorate (the Government Authority responsible for the enforcement of certain Agency Worker Rights) on 020 7215 5000 - alternatively you can contact the ACAS helpline on 0300 123 1100.