**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.globalhighland.com](http://www.globalhighland.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 4566 5333 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

**General Information**

|  |  |
| --- | --- |
| **Your name:** |  |
| **Name of employment business:** | Global Highland Ltd |
| **Type of contract you will be engaged under:** | Contract for Services |
| **Who will be responsible for paying you (if different from your employer):** | Global Highland Ltd  |
| **How often you will be paid:** | Weekly |
| **Expected or minimum rate of pay:** | No less than national minimum wage |
| **Deductions from your pay required by law:** | PAYE tax, employee NI contributions, employee pension contributions (auto enrolment after 12 weeks) and student loan (if applicable) |
| **Any other deductions or costs from your pay (to include amounts or how they are calculated):** | Not applicable. |
| **Any fees for goods or services:** | Not applicable. |
| **Holiday entitlement and pay:** | 5.6 weeks/28 days accruing in proportion to the amount of time worked. |
| **Additional benefits:** | Collective facilities provided by a hirer on day one of assignment |

**Representative example of your pay**

|  |  |
| --- | --- |
| **Example rate pay:** | £457.88 per week (£12.21 per hour x 37.5 hours) |
| **Deductions from your wage required by law:** | PAYE tax: £42.45Employee NI Contribution: £17.27Employee Pension Contribution (if applicable after auto-enrolment): £13.52Student loan (if applicable): £0.00 (repaid only if income before deductions exceeds £629.00 a week)The above figures are dependent on an individual’s tax code. |
| **Any other deductions or costs from your wage:** | £0.00 |
| **Any fees for goods or services:** | £0.00 |
| **Example net take home pay:** | £384.64 |