

## 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 7215 5000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

### General Information

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

**Representative example of your pay**

<b>Example rate pay:</b>	£487.50 per week (£13.00 per hour x 37.5 hours)
<b>Deductions from your wage required by law:</b>	<p>PAYE tax: £44.99          Employee NI Contribution: £37.00          Employee Pension Contribution: £18.22 (if applicable after auto-enrolment)</p> <p>Student loan (if applicable): (repaid only if income before deductions exceeds £487.98 a week)</p> <p>The above figures are dependent on an individual's tax code</p>
<b>Any other deductions or costs from your wage:</b>	£0.00
<b>Any fees for goods or services:</b>	£0.00
<b>Example net take home pay:</b>	£394.83