

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

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

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| 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

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| Example rate pay: | £487.50 per week (£13.00 per hour x 37.5 hours) |
| Deductions from your wage required by law: | <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> |
| Any other deductions or costs from your wage: | £0.00 |
| Any fees for goods or services: | £0.00 |
| Example net take home pay: | £394.83 |