

## Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information can be found at your local Academics branch.

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for agency worker's rights. Their contact details are 020 7215 5000.

### **GENERAL INFORMATION**

<b>Name of employment business:</b>	Academics
<b>Type of contract you will be engaged under:</b>	Contract for Services (as a temporary worker).
<b>Who will be responsible for paying you</b>	Academics
<b>How often you will be paid:</b>	Weekly
<b>Expected or minimum rate of pay:</b>	Not less than the National Minimum Wage. Details can be found here - <a href="#">NMW/NLW Rates</a>
<b>Deductions from your pay required by law:</b>	Income Tax Employee National Insurance Student/Postgraduate Loans (if applicable) Attachment of Earnings Order (if applicable) Auto Enrolment Pension contributions (if applicable) Child Maintenance Service (if applicable) Deduction of Earnings Order (if applicable)
<b>Any fees for goods or services:</b>	DBS Checks
<b>Holiday entitlement and pay:</b>	28 days (incl bank holidays) at a rate of 12.07% of each hour that you work

### EXAMPLE PAY

All example pays are based on tax code 1257L W1/M1

<b>Example rate of pay (incl. Holiday Pay):</b>	<b>£100.00 per day (which includes £10.77 of holiday pay)</b>
<b>Days worked</b>	<b>5</b>
<b>Gross Pay</b>	<b>£500.00</b>
<b>Deductions from your wage required by law:</b>	<b>Income tax (£51.65) Employee National Insurance (£38.04)</b>
<b>Any other deductions or costs from your wage:</b>	<b>None</b>
<b>Example net take home pay:</b>	<b>£410.31</b>

**EXAMPLE PAY**  
 (where there is a Student Loan/Postgraduate Loan deduction)  
All example pays are based on tax code 1257L W1/M1

Example rate of pay (incl. Holiday Pay):	£100.00 per day (which includes £10.77 of holiday pay)
Days worked	5
Gross Pay	£500.00
Deductions from your wage required by law:	Income tax (£51.65) Employee National Insurance (£38.04)
Any other deductions or costs from your wage:	None
Student Loan Plan 1	£11.44
Example net take home pay:	£398.87

If you have a Student Loan Plan 2, the following net pay would be:

Student Loan Plan 2	£0
Example net take home pay:	£410.31

If you have a Postgraduate Loan, the following net pay would be:

Student Loan Postgraduate Loan	£5.77
Example net take home pay:	£404.54

**EXAMPLE PAY**  
 (where there is an Attachment of Earnings order being made)  
All example pays are based on tax code 1257L W1/M1

Example rate of pay (incl. Holiday Pay):	£100.00 per day (which includes £10.77 of holiday pay)
Days worked	5
Gross Pay	£500.00
Deductions from your wage required by law:	Income tax (£51.65) Employee National Insurance (£38.04) Attachment of Earnings Order (£61.55)
Example net take home pay:	£348.76

**EXAMPLE PAY**  
 (with pension contributions)  
All example pays are based on tax code 1257L W1/M1

Example rate of pay (incl. Holiday Pay):	£100.00 per day (which includes £10.77 of holiday pay)
Days worked	5
Gross Pay	£500.00
Deductions from your wage required by law:	Income tax (£51.65) Employee National Insurance (£38.04) Pension contributions (£19.00)
Example net take home pay:	£391.31

**EXAMPLE PAY**  
 (with DBS deduction)  
All example pays are based on tax code 1257L W1/M1

Example rate of pay (incl. Holiday Pay):	£100.00 per day (which includes £10.77 of holiday pay)
Days worked	5
Gross Pay	£500.00
Deductions from your wage required by law:	Income tax (£51.92) Employee National Insurance (£39.72)
Example net take home pay:	£408.36
Deduction made for DBS	£46.60