

## 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 0204 566 5333.

### **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>            | At least the prevailing or current National Minimum Wage or National Living Wage   |
| <b>Deductions from your pay required by law:</b>   | Income Tax Employee<br>NI Contributions<br>Employers Pension Contributions (if not opted out)<br>Student Loan (if applicable)                  |
| <b>Any fees for goods or services:</b>             | DBS Checks (an initial fee of £56.70, which is annual fee unless signed up to the Update Service. Update Service fee is an annual fee of £16). |
| <b>Holiday entitlement and pay:</b>                | 28 days (incl. bank holidays) at a rate of 12.07% of each hour that you work   |
| <b>Additional benefits:</b>                        | None   |

### EXAMPLE PAY

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

|  |  |
|--|--|
| <b>Example rate of pay (incl. Holiday Pay):</b>      | <b>£89.23 per day (plus £10.77 holiday pay) = £100.00</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)</b><br><b>Employee National Insurance (£20.72)</b><br><b>Employer Pension Contributions (if not opted out) (£18.85)</b><br><b>Student Loan Plan 1 (if applicable) (£1.75)</b> |
| <b>Any other deductions or costs from your wage:</b> | <b>None</b>  |
| <b>Example net take home pay:</b>                    | <b>£407.03</b>   |