

**Key Information Document**  
**PAYE Candidate**

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 within the agency worker handbook.

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>	Candidate Name
<b>Name of employment business:</b>	NISI Staffing Ltd
<b>Your employer (if different from the employment business):</b>	NISI Staffing Ltd
<b>Type of contract you will be engaged under:</b>	PAYE
<b>Who will be responsible for paying you (if different from your employer):</b>	NISI Staffing
<b>How often you will be paid:</b>	Weekly
<b>Expected or minimum rate of pay:</b>	£20
<b>Deductions from your pay required by law:</b>	PAYE Tax, Employee National Insurance
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	Pension contributions (optional) 5% of qualifying earnings
<b>Any fees for goods or services:</b>	£0
<b>Holiday entitlement and pay:</b>	12.07% - £94.13 per week based on below calculations
<b>Additional benefits:</b>	None

**EXAMPLE ONLY PAY**

<b>Example rate of pay:</b>	£750 (£20 per hour for 37.5 hours per week)
<b>Deductions from your wage required by law:</b>	£95.35 Income Tax, £74.20 National Insurance
<b>Any other deductions or costs from your wage:</b>	Pension if you like to join the pension scheme
<b>Any fees for goods or services:</b>	None
<b>Example net take home pay:</b>	£548.95 plus £50.40 Pension contribution

\*\* Tax code may vary as your earning threshold change. The HMRC will communicate directly with employer to advise on appropriate Tax Code. Further details on taxation can be checked on [www.gov.uk/income-tax](http://www.gov.uk/income-tax)