

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.tpselect.co.uk

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 4566 5333 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Name of employment business:	TP Select Limited
Your employer (if different from the employment business):	N/A
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	N/A
How often you will be paid:	Weekly in arrears
Expected or minimum rate of pay:	At least the prevailing or current National Living Wage or National Minimum Wage, as appropriate
Deductions from your pay required by law:	PAYE tax Employee National Insurance Contributions Employee pension contributions - 5% of gross pay (if no opt out)
Holiday entitlement and pay:	Statutory holiday entitlement of 5.6 weeks, pro rated for part time work. Holiday pay is accrued and paid when time off is taken.
Additional benefits:	Access to collective facilities provided by a client on day one of an assignment under the Agency Workers Regulations 2010 though these will vary from client to client

Representative example of your pay

Example rate pay:	£12.71ph X 40hrs = £508.40
Deductions from your wage required by law¹:	National Insurance Contributions - £21.33 PAYE Tax - £49.45 Pension - £19.42
Example net take home pay:	£417.20

¹ PLEASE NOTE THESE ARE EXAMPLE FIGURES AND DO NOT REPRESENT THE ACTUAL DEDUCTIONS A WORKER RECEIVING PAY AT THIS RATE WOULD ATTRACT.