

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.

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

Your name:	Worker
Name of employment business:	Intelligent Resource
Your employer (if different from the employment business):	This will be the outsourced PAYE provider you are working through
Type of contract you will be engaged under:	Employment
Who will be responsible for paying you (if different from your employer):	This will be the outsourced PAYE provider you are working through
How often you will be paid:	weekly or monthly depending on payment schedule as decided by End Client
Expected or minimum rate of pay:	No less than National Minimum Wage
Deductions from your pay required by law:	PAYE Income Tax Employee National Insurance contributions
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Student Loans payments if applicable
Any fees for goods or services:	Not applicable
Holiday entitlement and pay:	5.6 weeks / 28 days for full time working or pro-rated for part time workers
Additional benefits:	Not applicable

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Representative example of your pay

Example rate pay:	£8.72 per hour x 7.5 hours per day £327 per week
Deductions from your wage required by law:	PAYE Income Tax: £17.30 Employee National Insurance: £17.28
Any other deductions or costs from your wage:	Not applicable
Any fees for goods or services:	Not applicable
Example net take home pay:	£292.42