

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. For further information about Professional Personnel Management Ltd (PPM Recruitment) please visit: www.ppmrecruit.com

The Fair Work Agency is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 0345 161 6000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Name of employment business:	Professional Personnel Management Ltd (PPM Recruitment)
Your employer (if different from the employment business):	Professional Personnel Management Ltd (PPM Recruitment)
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	Professional Personnel Management Ltd (PPM Recruitment)
How often you will be paid:	Weekly in arrears
Expected or minimum rate of pay:	At least the current 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) Any Student Loan
Any other deductions or costs from your pay (to include amounts or how they are calculated):	None
Any fees for goods or services:	N/A
Holiday entitlement and pay:	Statutory holiday entitlement of 5.6 weeks, prorated 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:	£12.71/hr x 40 = £508.40
Deductions from your wage required by law ¹ :	National Insurance Contributions - £53.75 PAYE Tax - £37.65 Pension - £25.00 Student Loan - £12.50
Any other deductions or costs from your wage:	None
Any fees for goods or services:	N/A - Unless agreed otherwise.
Example net take home pay:	£379.50

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