

## Key Information Document

### Workers providing Services on a PAYE basis

This document sets out key information about your relationship with us, 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

<b>Name of employment business:</b>	CBSbutler Holdings Limited
<b>Type of contract you will be engaged under:</b>	Contract for Services
<b>Who will be responsible for paying you (if different from your employer):</b>	CBSbutler Holdings Limited
<b>How often you will be paid:</b>	Workers will be paid on a monthly basis unless otherwise agreed with your consultant.
<b>Expected or minimum rate of pay:</b>	Dependent on the role but never less than the National Minimum Wage
<b>Deductions from your pay required by law:</b>	<ul style="list-style-type: none"> <li>• Employees National Insurance</li> <li>• PAYE Tax</li> <li>• Pension contribution (5%) unless you opt out of the Auto enrolment Scheme</li> </ul>
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	None.
<b>Any fees for goods or services:</b>	None.
<b>Holiday entitlement and pay:</b>	A statutory minimum of 20 days and 8 bank holidays will be afforded to you. The holiday entitlement may be higher if you are placed with a Client that offers their permanent equivalent employees more holiday than the statutory entitlement. The additional holiday entitlement above the statutory minimum is applied after 12 weeks in an assignment.
<b>Additional benefits:</b>	

### EXAMPLE PAY

<b>Example rate of pay:</b>	£800 per day
<b>Deductions from your wage required by law:</b>	<b>Tax Allowance</b> based on 1257L tax code: £285.18 <b>Taxable Pay:</b> £800 - £285.18 = £514.82 <b>Tax due:</b> £514.82 x 20% = £102.96 <b>NI:</b> (£800 less allowance of £166 = £634 x 13%) = £82.42 <b>Pension Contribution:</b> 5% (£800 x 5%) = £40
<b>Any other deductions or costs from your wage:</b>	None
<b>Any fees for goods or services:</b>	None
<b>Example net take home pay:</b>	£574.62