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 Fair Work Agency (FWA) Inspectorate is responsible for enforcing a wide range of labour market legislation and protecting workers from exploitation, non-compliance and abuse. You can raise a concern with them directly on 0345 161 6000, via email at contact@fairworkagency.gov.uk or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Name of employment business:	CBSbutler Holdings Limited
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	CBSbutler Holdings Limited
How often you will be paid:	Workers will be paid on a monthly basis unless otherwise agreed with your consultant.
Expected or minimum rate of pay:	Dependent on the role but never less than the National Minimum Wage
Deductions from your pay required by law:	• Employees National Insurance • PAYE Tax • Pension contribution (5%) unless you opt out of the Auto enrolment Scheme
Any other deductions or costs from your pay (to include amounts or how they are calculated):	None.
Any fees for goods or services:	None.
Holiday entitlement and pay:	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.
Additional benefits:	

EXAMPLE PAY

Example rate of pay:	£20 per hour based on 37.5 hourly week
Deductions from your wage required by law (for the week):	**Tax Allowance** based on 1257L tax code: £241.73 **Taxable Pay**: £508.27 - £37.50 = £470.77 **Tax due:** £470.77 x 20% = £94.12 **Pension Contribution**: (£750 x 5%) = £37.50
Any other deductions or costs from your wage:	None
Any fees for goods or services:	None
Example net take home pay:	£618.38 per week