



## Key Information Document – PAYE

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information can be found by asking your local iSupply Group representative.

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>Your name:</b>	
<b>Name of employment business:</b>	iSupply Group Ltd
<b>Your employer (if different from the employment business):</b>	None
<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>	Pure Payroll Services Ltd on behalf of iSupply Group Ltd.
<b>How often you will be paid:</b>	Weekly
<b>Expected or minimum rate of pay:</b>	£ 10.42 Per Hour (Minimum) Varied by Assignment details
<b>Deductions from your pay required by law:</b>	PAYE (Tax) National Insurance contribution
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	Pension - if you have not opted out
<b>Any fees for goods or services:</b>	None
<b>Holiday entitlement and pay:</b>	29 days per annum (pro rata)  During the first 12 months of employment your entitlement to paid annual leave shall accrue in proportion to the length of your employment. As you are not guaranteed a standard weekly salary, the rate at which



	<p>your holidays will be paid at will be calculated by working out the average rate received over the previous 52 weeks. No account will be taken of a week in which no remuneration was payable, instead earlier weeks will be included to achieve the average.</p> <p>The amount of payment which you will receive in respect of periods of annual leave will be calculated in accordance with and paid in proportion to the number of hours which you have worked on assignment. Payments for annual leave will be calculated on the basis of rates paid for hours worked during the relevant calculation period as defined by Section 224 of the Employment Right Act 1996.</p> <p>We require people to take save holiday time if we have a have a shut down i.e. as above. Our holiday year runs from 1<sup>st</sup> April until 31<sup>st</sup> March and we require people to take no more than 15 days of entitlement before the end of September unless signed off by a manager and the Agency</p> <p>You need to obtain manager and Agency sign off if you wish to take more than 2 weeks in one period</p>
<b>Additional benefits:</b>	

### Representative example of your pay

<b>Example rate pay:</b>	£390.75 (37.5 hours at £10.42)
<b>Deductions from your wage required by law:</b>	Tax: -£29.80 National Insurance: -£17.88
<b>Any other deductions or costs from your wage:</b>	Pension: -£11.72 (if not opted out)
<b>Any fees for goods or services:</b>	None
<b>Example net take home pay:</b>	£343.07