

EnRoute R e c r u i t

17 High Street North, Dunstable, LU61HX
01582 361666 - info@enroute-recruit.co.uk - www.enroutererecruit.co.uk

En Route Recruit Key Information Document

Purpose of document:

To set out the key information regarding the relationship between En Route Recruit, (the Agency) and you, (the Worker) which includes details about pay, holiday entitlement and other benefits you will be entitled to.

Retail & Hospitality Temporary Workers

Name of Worker	
Contract Type	Whilst working on behalf of En Route Recruit you will be working under our Contract for Services (<i>published by the REC</i>).
Identity of the Employment Business	Whilst under contract with En Route Recruit, our Business address is: En Route Recruit 17 High Street North Dunstable LU61HX Email: info@enroute-recruit.co.uk
Rate of Pay	You will be paid no less than the minimum wage for every hour worked which currently stands at £9.50 Per Hour (April 2022). Your hourly rate will be discussed upon each assignment. En Route Recruit retail shifts are 12 hours. The worker is required to work 10.5 hours of this shift in which they are paid for 11 hours.
Payment	En Route Recruit will pay you directly into your nominated bank account.
Pay Intervals	En Route Recruit pay temporary workers every Friday for the hours worked the previous week in accordance to their timesheet. Our payroll week runs from Sunday – Saturday .
Statutory Deductions	By law, En Route Recruit are required to take the following deductions from an employer's wage if required: <ul style="list-style-type: none">• National Insurance• Tax• Student Loan• Deduction of Earnings Order



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Optional Services	<p>If the worker opts to use one of the following services, a deduction will be taken from the employer's wages. (The deduction will be agreed upon assignment):</p> <ul style="list-style-type: none"> • DBS Check – One Off • Minibus Travel • Payroll Giving • AE Pension Contribution • Non-Mandatory Training Courses
Benefits	<p>N/A</p>

Leave Entitlement	<p>All workers can accrue up to 28 days paid leave per year. All leave must be requested in advance and in writing, giving suitable notice of double the length of leave required.</p>
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Representative Example Statement

Weekly Gross Pay (Example)	<p>£330</p>
Deduction from your pay required by law: <i>(Tax, NI, etc.)</i>	<p>£41.20 - Tax £17.52 - NI</p>
Any other deductions or costs from your pay: <i>(Private healthcare, Pensions, etc.)</i>	<p>£8.40 – AE Pension Contribution</p>
Any fees for goods or services dedicated from your pay: <i>(DBS check, training, etc.)</i>	<p>£10 – Minibus Service</p>
Example net take home pay: <i>(Following all estimated deductions, costs and fees)</i>	<p>£234.48</p>

This is an example of how an agency workers weekly pay will look after the relevant deductions have been made. The 'net take home' will be the amount of monies the worker will receive in their account.