



Key Information Document - PAYE

Document Purpose:

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. You can find more information at <https://www.a4plus.co.uk/>

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.

The examples given below are representative of an employee earning national minimum wage on a 40 hour per week basis. Your actual rate of pay will be calculated and confirmed with you, once you have an assignment.

For any questions please contact A4 Plus on enquiries@a4plus.co.uk



A4 Plus Limited
Unit 5, Arthur Business Park
Thorby Avenue
March
PE15 0AZ
01354 691820

General Information

Name of employment business:	A4 Plus Limited
Your employer (if different from the employment business):	A4 Plus Limited
Type of contract you will be engaged under:	PAYE
Who will be responsible for paying you (if different from your employer):	Contract of Services
How often you will be paid:	Weekly in Arrears
Minimum rate of pay:	£10.42
Deductions from your pay required by law:	PAYE tax, employee NI contributions, employee pension contributions (i.e. auto enrolment) and student loan (if known)
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:	Statutory minimum annual leave entitlement of 5.6 weeks/28 days for full time employees or for part time workers it will be pro-rated accordingly.
Additional benefits:	These could include access to collective facilities provided by a hirer on day one of an assignment under the Agency Workers Regulations 2010 though we recognise these will vary from client to client. All details to be provided in Assignment Form.



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Representative example of your pay

Example rate pay:	£10.42 per hour x 40 hours per week. = £416.80
Deductions from your wage required by law:	PAYE Tax (based on 1257L Tax code) = £35.01 Employee's National Insurance = £21.01 Pension Deductions (Based on Minimum 4% rate) = £11.87
Any other deductions or costs from your wage:	None
Any fees for goods or services:	None
Example net take home pay:	£351.28