

Key Information Document – PAYE

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.

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

Name of Employment Business and Employer:	Step Teachers Ltd T/A Class Act Teaching Services in Oxfordshire
Type of Contract you will be engaged under:	Contract for Services
Who will be responsible for paying you: (if different from employer)	ST Pay & Perks Ltd
How often you will be paid:	Weekly
Expected or minimum rate of pay:	No less than the National Minimum Wage (NMW)
Deductions from your pay required by law:	PAYE Tax, employee NI contributions, employee Pension contributions (auto enrolment)
Any other deductions or costs from your pay:	None
Any fees for goods or services:	DBS check £65 (one-off upfront cost which is not included in the example pay statement)
Holiday entitlement and pay:	<p>28 days per annum, inclusive of bank holidays, pro rata accordingly, to be paid as leave taken either by request or, where not requested, paid automatically during school holidays at the end of each school term—specifically, Christmas Holidays, Easter Holidays, and Summer Holidays</p> <p>or</p> <p>Holiday pay is rolled up and paid together with basic rate of pay. The Agency Worker acknowledges that no further payment will be made when time off is taken</p> <p>Holiday pay is accrued only when on assignment; no holiday pay is accrued between assignments</p>
Additional benefits:	None

Representative example of your pay

Example rate of pay:	£500.00 per week which is a daily rate of £100.00 x 5
Deductions from your wage required by law:	£51.89 PAYE tax £38.08 Employee NI £19.00 Employee Pension
Any other deductions or costs from your wage:	None
Any fees for goods or services:	None
Example of net take home pay:	£391.03 per week

Example