Key Information Document – PAYE

This document sets out key information about your relationship as a work-seeker with Acorn (the employment business), including details about pay, holiday entitlement and other benefits. Further information can be found on the Acorn Recruitment Ltd website; www.acornbysynergie.com

The Fair Work Agency is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 0345 161 6000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Name of employment business:	Acorn Recruitment Ltd
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you:	Acorn Recruitment Ltd
How often you will be paid:	1 week in arrears on a Friday
Expected or minimum rate of pay:	At least the current National Minimum Wage or National Living Wage
Deductions from your pay required by law:	PAYE tax Employee national insurance contributions Pension contributions – 5% of gross pay (unless opted out)
Any other deductions or costs from your pay (to include amounts or how they are calculated):	N/A
Any fees for goods or services:	There will be no fees for any goods & services
Holiday entitlement and pay:	Minimum of 5.6 weeks per annum and is pro-rated for part time work. Holiday pay is accrued and paid when time off is taken. Further details can be found in our Agency Worker Handbook.
Additional benefits:	Access to a rewards platform which provides lifestyle discounts (e.g. shopping, cinema and gym) plus access to an employee assistance programme (EAP).

Example Pay (**These calculations are an estimate and will vary depending on the assignment pay rate and your personal tax code)*

Example rate of pay:	£13.50 / hour £13.50 x 40 hours = £540 per week (gross)
Deductions from your wage required by law:	PAYE tax – £54.25 Employee's NI – £23.86 NEST pension contribution – £27.00 Total deductions – £105.11
Any other deductions or costs from your wage:	N/A
Any fees for goods or services:	N/A
Example net take home pay:	£434.89