

**Key Information Document**

This document contains the key information which applies in our relationship. Further information can be found in your worker handbook. We welcome any questions or issues that you wish to raise on the information in this document. Please contact Masterstaff Ltd to discuss these.

You also have the right to raise any concerns with the appropriate independent authority such as the Gangmasters and Labour Abuse Authority on 0800 432 0804 or Employment Agency Standards Inspectorate on 0207 215 5000

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| Employment Business Name and Address: | Masterstaff LtdAbacus House, Rope Walk, Garstang, PR3 1NS |
| Type Of Contract: | Contract of Services |
| Rate of Pay: | No less than £10.42 per hour |
| Intervals at which you will be paid | Friday – Weekly In Arrears |
| Costs and Deductions required by law which affect your pay: | Tax, National Insurance, Employee Pension Contributions. (Student Loan / Court Orders where applicable) |
| Other costs and deductions that affect your paid: | Non-return of PPE at purchase cost for example:- T Shirt £7.00 / Boots £10.00. |
| The amount (or where the amount cannot be stated, the method of calculation) of any other costs and deductions affecting your pay: | No other deductions are made from wages. |
| Services or goods for which we will/may charge a fee to you: | No fees are charged for any goods or services provided to you. |
| The amount (or where the amount cannot be stated, the method of calculation) of any fees for the services or goods for which we will/may charge a fee to you: | No fees are charged for any goods or services provided to you. |
| Non-Monetary benefits to which you are entitled to: | None |
| Holiday entitlement: | 5.6 weeks or 28 days pro rata for part-time workers  |
| Holiday Pay: | No less than £1.25 per hour (12.07%) |
| Attached is a representative example statement showing gross pay, costs and deductions, any fees charged and net pay for a week’s work. This is an example only and the amounts are dependent upon the pay rate and the hours that you work. |

Print Name (Temporary Worker) ……………………………………………………………………………….

Signed (Temporary Worker):……………………………………………………… Date: …………………………………………………

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**Example of Your Pay**

General Information

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| EXAMPLE RATE OF PAY | 37 HRS X £10.42 = £385.54 |
| DEDUCTIONS FROM YOUR WAGE | Tax £24.87 + NI £17.26 + Pension EE £19.28 |
| ANY OTHER DEDUCTIONS | N/A |
| ANY FEES FOR GOOD OR SERVICES | N/A |
| EXAMPLE TAKE-HOME PAY | £324.13 |