



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. We welcome any questions or issues that you wish to raise on the information in this document. Please contact Masterstaff Ltd on 01524 36855

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.

Name of employment business:	Masterstaff Ltd, Abacus House, Rope Walk, Garstang, PR3 1NS
Your employer (if different from the employment business):	N/A
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you:	Masterstaff Ltd
How often you will be paid:	Weekly in arrears
Expected or minimum rate of pay:	At least the prevailing or current National Living Wage or National Minimum Wage, as appropriate
Deductions from your pay required by law:	PAYE tax Employee National Insurance Contributions
Any other deductions or costs from your pay:	None
Holiday entitlement and pay:	Statutory holiday entitlement of 5.6 weeks, pro rated for part time work. 28 days per annum including Bank Holidays to be taken as leave and pro rata Holiday Pay is accrued for each hour you work.
Additional benefits:	Access to collective facilities provided by a client on day one of an assignment under the Agency Workers Regulations 2010 though these will vary from client to client upon completing 12 continuous weeks with the Client.



Representative example of your pay

Example rate pay:	40 hrs x £12.71 = £508.40
Deductions from your wage required by law:	PAYE Tax - £53.30 National Insurance Contributions - £21.33
Any other deductions or costs from your wage:	N/A
Any fees for goods or services:	N/A
Example net take home pay:	£433.77