

# KEY INFORMATION DOCUMENT

## WHEN USING PAYE (JOINT EMPLOYMENT)



This document sets out key information about your relationship with us as our employee, including details about pay, holiday entitlement and other benefits.

Further information can be found at <https://peoplegroupservices.com/agency/about-us/>. Upon acceptance of these terms and your assignment, further information will be available on your secure portal such as holiday entitlement, employee benefits and wellbeing services. Access details for the portal will be communicated to you under a separate email.

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

Your name:	John Sample
Name of employment business:	People Group Services Limited (Principle) & People PAYE Limited (Joint Employer)
Your employer:	As above
Type of contract you will be engaged under:	An employment contract (contract of service) - containing details of all your employment particulars, notice period and holiday entitlement.
Who will be responsible for paying you (if different from your employer):	People PAYE Limited will be the employer of record for PAYE purposes. However, both employers are liable for payment irrespective of payment being received from the hirer.
How often you will be paid:	Weekly
Expected pay rate:	£675.00 inclusive of all holiday entitlement
Deductions from your wage required by law:	Employees PAYE tax of £81.10, Employees National Insurance of £51.96 & Employees Pension of £27.75. Plus any statutory deductions such as a student loan.
Any other deductions or costs from your wage (to include amounts or how they are calculated):	My Wallet Benefits £0.00
Holiday entitlement and pay:	You will accrue a statutory minimum of 5.6 weeks (or 28 days) per annum, inclusive of bank holidays, to be paid as leave take (upon request).
Any fees for goods or services:	£0.00
Additional benefits:	£0.00

## EXAMPLE PAY

Weekly gross pay:	£675.00
Deductions from your pay required by law:	Employees PAYE tax of £81.10, Employees National Insurance of £51.96 & Employees Pension of £27.75. Plus any statutory deductions such as a student loan.
Any other deductions or costs taken from your pay:	My Wallet Benefits £0.00
Any fees for goods and services:	£0.00
Example pay after deductions (not including any ad-hoc deductions):	£514.19 inclusive of net holiday pay

## FURTHER INFORMATION

**Explanation of Joint Employment:** [portal.peoplegroupservices.com/content/611/joint-contract-of-employment](https://portal.peoplegroupservices.com/content/611/joint-contract-of-employment)

**Guidance for Workers:** Who is your first point of contact for typical issues and questions?

[Your Employment Rights](#)

[Information about My Wallet Benefits](#)