

## Key Information Document

This document sets out key information about your relationship with Project People, including details about pay, holiday entitlement and other benefits when working through a **pay as you earn (PAYE) model**.

[The Employment Agency Standards Inspectorate](#) is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 0207 215 5000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 08:00 to 18:00.

Further information is available in the Project People contract for services, and other engagement documentation available via iResource, or on request from your Project People contact.

### General Information

<b>Name of Employment Business</b>	Project People Limited
<b>Your Employer</b>	Project People Limited
<b>Type of Contract Engaged Under</b>	Engaged under a contract for services with
<b>Responsible for Paying You</b>	Project People Ltd
<b>Rate of Pay / Minimum Rate of Pay</b>	£ 1,028.03 (£1500 before employer costs)
<b>Frequency of Payments</b>	Weekly
<b>Nature of Costs and Deductions Required by Law Affecting Pay</b>	Income tax, National Insurance, employer's pension. Other legal deductions which might apply include student loans, any attachment of earnings or court orders (could include child maintenance or DWP)
<b>Nature and Amount and Method of Calculation of Other Costs Affecting Pay</b>	Employee pension: a minimum of 5% on qualifying earnings under auto enrolment from the Lower Earnings Level (LEL) as stated by HMRC The total minimum will be 8% including employer contribution
<b>Fees for Goods / Services to Pay:</b>	You may need to pay a one-off fee for a DBS check at £18.00 for a standard check or £38.00 for an enhanced check
<b>Non-Monetary Benefits Entitled to Receive</b>	None
<b>Entitlement to Annual Leave / Holiday Pay</b>	The statutory minimum entitlement for 52 weeks work is 5.6 weeks (28 days). This is then pro-rated for actual work to the number of weeks annual leave entitled.

	Upon completion of a 12-week qualifying period availability of leave will be equalised in accordance with the agency workers' regulations when working with particular clients.
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### Example Pay

<b>Example Gross Rate of Pay</b>	£1,500.00
<b>Cost and deductions from Wage Required by Law</b>	Income Tax: £ 328.31 Employee's NI:£ 68.66 Student Loan: £0.00
<b>Any other deductions from Wage</b>	Employee Pension: £ 75.00
<b>Any fees for goods or services</b>	£
<b>Example net take home pay</b>	£ 1,028.03