

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

Name of Employment Business	Project People Limited
Your Employer	Project People Limited
Type of Contract Engaged Under	Engaged under a contract for services with
Responsible for Paying You	Project People Ltd
Rate of Pay / Minimum Rate of Pay	£1313.19 (£1500 before employer costs)
Frequency of Payments	Monthly
Nature of Costs and Deductions Required by Law Affecting Pay	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)
Nature and Amount and Method of Calculation of Other Costs Affecting Pay	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
Fees for Goods / Services to Pay:	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
Non-Monetary Benefits Entitled to Receive	None
Entitlement to Annual Leave / Holiday Pay	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

Example Gross Rate of Pay	£ 1,500.00
Cost and deductions from Wage Required by Law	Income Tax: £ 75.50 Employee's NI: £ 36.11 Student Loan: £0.00
Any other deductions from Wage	Employee Pension: £ 75.00
Any fees for goods or services	£ 0.00
Example net take home pay	£ 1,313.39