# *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.

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.

## General Information

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|---|---|
| ***Name of employment business:*** | ABATEC LTD |
| ***Your employer (if different from the employment business):*** | N/A – YOU WILL BE ENGAGED AS AN "AGENCY WORKER" AND NOT AS AN EMPLOYEE |
| ***Type of contract you will be engaged under:*** | CONTRACT FOR SERVICES |
| ***Who will be responsible for paying you (if different from your employer):*** | ABATEC LTD |
| ***How often you will be paid:*** | WEEKLY |
| ***Expected or minimum rate of pay:*** | TO BE CONFIRMED FOR EACH ROLE UNDERTAKEN, HOWEVER IT WILL BE AT LEAST THE NATIONAL LIVING WAGE/MINIMUM WAGE |
| ***Deductions from your pay required by law:*** | EMPLOYEES NATIONAL INSURANCE<br>INCOME TAX<br>EMPLOYEES PENSION CONTRIBUTIONS (IF ELLIGBLE AND NOT OPTED OUT) |
| ***Any other deductions or costs from your pay (to include amounts or how they are calculated):*** | NONE |
| ***Any fees for goods or services:*** | NONE |
| ***Holiday entitlement and pay:*** | STANDARD HOLIDAY ENTITLEMENT IS 28 DAYS PER ANNUM INCLUSIVE OF BANK HOLIDAYS TO BE PAID AS LEAVE TAKEN. |

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|---|---|
| **Additional benefits:** | NONE |

## Representative example of your pay

| | |
|---|---|
| ***Example rate pay:*** | £14 PER HOUR X 40HRS PER WEEK SO GROSS PAY OF £560 |
| ***Deductions from your wage required by law:*** | EMPLOYEES NATIONAL INSURANCE - £25.44<br>INCOME TAX - £63.65<br>EMPLOYEES PENSION CONTRIBUTIONS - £22.00 |
| ***Any other deductions or costs from your wage:*** | NONE |
| ***Any fees for goods or services:*** | NONE |
| ***Example net take home pay:*** | £448.91<br>ALSO THERE IS HOLIDAY ACCRUED OF £50.69 (THIS IS SUBJECT TO THE DEDUCTIONS AS ABOVE WHEN PAID) |

# *Key Information Document – PSC*

This document explains your pay information if you are engaged as a Personal Service Company (PSC), in which case the PSC is the work-seeker. This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

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.

## General Information

| | |
|---|---|
| ***Name of employment business:*** | ABATEC LTD |
| ***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 (if different from your employer):*** | ABATEC LTD |
| ***How often you will be paid:*** | WEEKLY |
| ***Expected or minimum rate of pay:*** | TO BE CONFIRMED FOR EACH ROLE UNDERTAKEN, HOWEVER IT WILL BE AT LEAST THE NATIONAL LIVING WAGE/MINIMUM WAGE |
| ***Deductions from your pay required by law:*** | CIS TAX (IF REGISTERED UNDER CIS SCHEME) |
| ***Any other deductions or costs from your pay (to include amounts or how they are calculated):*** | NONE |
| ***Any fees for goods or services:*** | NONE |
| ***Holiday entitlement and pay:*** | NONE |
| **Additional benefits:** | NONE |

## Representative example of your pay

| | |
|---|---|
| ***Example rate pay:*** | £300 PER DAY X 5 DAYS = £1,500 GROSS |
| ***Deductions from your wage required by law:*** | CIS TAX - £300, ASSUMING THE STANDARD RATE OF 20% |
| ***Any other deductions or costs from your wage:*** | NONE |
| ***Any fees for goods or services:*** | NONE |
| ***Example net take home pay:*** | £1,200 |

## Conduct Regulations opt out

If you engage with an employment business as a PSC, then you can opt out of being covered by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Conduct Regulations).

The opt out must be given in writing to the employment business by both the PSC and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.

Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations.

This document is for information only and does not qualify as an agreement for opting out of the Conduct Regulations.

# *Key Information Document – Umbrella- PAYE*

This document sets out key information about your relationship with us and the umbrella company or other intermediary used in your engagement, including details about pay, holiday entitlement and other benefits.

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.

## General Information

| | |
|---|---|
| ***Name of employment business:*** | ABATEC LTD |
| ***Name of intermediary or umbrella company*** | LIQUID FRIDAY LTD |
| ***Your employer*** | LIQUID FRIDAY LTD |
| ***Type of contract you will be engaged under:*** | CONTRACT FOR SERVICES |
| ***Who will be responsible for paying you (if different from your employer):*** | LIQUID FRIDAY LTD |
| ***How often the umbrella company and you will be paid:*** | WEEKLY |

## Umbrella company or other intermediary pay information

You are being employed by an umbrella company or other intermediary: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still be finding you assignments.

The money earned on your assignments will be transferred to the umbrella company or other intermediary as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Your payslip may show you as an employee of the umbrella company or other intermediary listed below.

| | |
|---|---|
| ***Name of umbrella company or other intermediary:*** | LIQUID FRIDAY LTD |
| ***Any business connection between the umbrella company or other intermediary, the employment business and the person responsible for paying you:*** | NONE |
| ***The gross or minimum amount that we will transfer to the umbrella company or other intermediary:*** | £16.74 |
| ***Deductions that will be made to the gross amount paid to the umbrella or other intermediary required by law:*** | • EMPLOYERS NATIONAL INSURANCE<br>• HOLIDAY PAY<br>• APPRENTICESHIP LEVY<br>• EMPLOYERS PENSION (5% IF ENROLLED) |
| ***Any other deductions that will be made to the gross amount paid to the umbrella or other intermediary's income:*** | UMBRELLA'S COMPANY MARGIN –£22 PER WEEK PROCESSED |
| ***Expected or minimum rate of pay to you from the umbrella or other intermediary:*** | AT LEAST NATIONAL LIVING WAGE/MINIMUM WAGE |
| ***Deductions from your wage required by law:*** | • EMPLOYEES NATIONAL INSURANCE<br>• INCOME TAX<br>• EMPLOYEES PENSION CONTRIBUTIONS (3% IF ENROLLED) |
| ***Any other deductions or costs taken from your wage:*** | NONE |
| ***Any fees for goods or services:*** | NONE |
| ***Holiday entitlement and pay:*** | STANDARD HOLIDAY ENTITLEMENT IS 28 DAYS PER ANNUM INCLUSIVE OF BANK HOLIDAYS TO BE PAID AS LEAVE TAKEN. |

| | |
|---|---|
| ***Additional benefits:*** | NONE |

## Example pay

| | **Umbrella or other intermediary fees** | **Worker fees** |
|---|---|---|
| ***The gross or minimum amount that we will transfer to the umbrella company or other intermediary:*** | £14 x 40 HOURS = £560 GROSS PER WEEK | |
| ***Deductions that will be made to the gross amount paid to the umbrella or other intermediary required by law:*** | • EMPLOYERS NI = £55.96<br>• APPRENTICESHIP LEVY = £2.35<br>• EMPLOYERS PENSION = £10.48 | |
| ***Any other deductions that will be made to the gross amount paid to the umbrella or other intermediary's income:*** | UMBRELLA MARGIN = £22 PER WEEK | |
| ***Example rate of pay to you from the umbrella or other intermediary:*** | | REMAINING RATE AFTER EMPLOYMENT COSTS HAVE BEEN DEDUCTED = £469.21 (INCLUSIVE OF HOLIDAY PAY) |
| ***Deductions from your pay required by law:*** | | EMPLOYEES NI =£18.20<br>INCOME TAX= £45.50<br>PENSION CONTRIBUTIONS = £17.46 |
| ***Any other deductions or costs taken from your pay:*** | | NONE |
| ***Any fees for goods or services:*** | | NONE |
| **Example net take home pay:** | | £388.05 |

## Conduct Regulations opt out

If you are supplied via an umbrella company or other intermediary, then both parties can opt out of being covered by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Conduct Regulations).

The opt out must be given in writing to the employment business by both the umbrella or other intermediary and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.

Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations.
This document is for information only and does not qualify as an agreement for opting out of the Conduct Regulations.

# *Key Information Document – Umbrella- CIS*

This document sets out key information about your relationship with us and the umbrella company or other intermediary used in your engagement, including details about pay, holiday entitlement and other benefits.

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.
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## General Information

| | |
|---|---|
| ***Name of employment business:*** | ABATEC LTD |
| ***Name of intermediary or umbrella company*** | LIQUID FRIDAY LTD |
| ***Name of employer*** | N/A – SELF EMPLOYED |
| ***Type of contract you will be engaged under:*** | CONTRACT FOR SERVICES |
| ***Who will be responsible for paying you (if different from your employer):*** | LIQUID FRIDAY LTD |
| ***How often the umbrella company and you will be paid:*** | WEEKLY |

## Umbrella company or other intermediary pay information

You are being employed by an umbrella company or other intermediary: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still be finding you assignments.

The money earned on your assignments will be transferred to the umbrella company or other intermediary as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Your payslip may show you as an employee of the umbrella company or other intermediary listed below.

| | |
|---|---|
| ***Name of umbrella company or other intermediary:*** | LIQUID FRIDAY LTD |
| ***Any business connection between the umbrella company or other intermediary, the employment business and the person responsible for paying you:*** | NONE |
| ***The gross or minimum amount that we will transfer to the umbrella company or other intermediary:*** | £14.00 PER HOUR |
| ***Deductions that will be made to the gross amount paid to the umbrella or other intermediary required by law:*** | NONE |
| ***Any other deductions that will be made to the gross amount paid to the umbrella or other intermediary's income:*** | UMBRELLA'S COMPANY MARGIN – CURRENTLY £22 PER WEEK PROCESSED |
| ***Expected or minimum rate of pay to you from the umbrella or other intermediary:*** | AT LEAST THE NATIONAL LVING WAGE/MINIMUM WAGE |
| ***Deductions from your wage required by law:*** | CIS TAX (IF REGISTERED UNDER CIS SCHEME) |
| ***Any other deductions or costs taken from your wage:*** | NONE |
| ***Any fees for goods or services:*** | NONE |
| ***Holiday entitlement and pay:*** | NONE |
| ***Additional benefits:*** | NONE |

## Example pay

| | Umbrella or other intermediary fees | Worker fees |
|---|---|---|
| ***The gross or minimum amount that we will transfer to the umbrella company or other intermediary:*** | £300 PER DAY X 5 DAYS = £1,500 GROSS | |
| ***Deductions that will be made to the gross amount paid to the umbrella or other intermediary required by law:*** | NONE | |
| ***Any other deductions that will be made to the gross amount paid to the umbrella or other intermediary's income:*** | UMBRELLA'S MARGIN =£22 | |
| ***Example rate of pay to you from the umbrella or other intermediary:*** | | REMAINING RATE AFTER UMBRELLA'S MARGIN HAS BEEN DEDUCTED = £1,478.00 |
| ***Deductions from your pay required by law:*** | | CIS TAX =£295.60 |
| ***Any other deductions or costs taken from your pay:*** | | NONE |
| ***Any fees for goods or services:*** | | NONE |
| **Example net take home pay:** | | £1,182.40 |